

Caretaker

Hours: Full-time, 37 hours per week, Monday to Friday

Salary: £26,243.00 per annum

Benefits: 7% employer pension contribution, 25 days' annual leave plus bank holidays

ABOUT LAUNCHPAD

Launchpad provides vital information and support for vulnerable individuals, couples and families in Reading who do not have a stable place to live or are at risk of losing their home. It was founded as a soup kitchen in 1979 by students at the University of Reading, the charity now provides a holistic service that works in three ways – we prevent homelessness, provide homes and rebuild lives. We are now seeking an additional Caretaker to join our team within Reading.

THE ROLE

Key Responsibilities:

- To carry out maintenance tasks according to the priority of the jobs raised and maintain 'Safety Culture' software with relevant information, in conjunction with the Maintenance and Compliance Manager and Property Manager.
- Carry out work to a high standard and within the agreed deadlines according to Launchpad's policy and procedures.
- Where work requires a contractor, liaise accordingly with them and feedback any concerns to the Maintenance and Compliance Manager.
- Carry out work identified on the Stock Condition Survey, as well as any internal decorations programme identified by the Property Manager.
- To purchase consumables required for maintenance from appropriate suppliers, ensuring value for money, and retaining a supply on the van of stock needed.
- To ensure all repairs are carried out, where possible with heating systems, or appropriate contractors are used to carry out this work as a priority

We are looking for a candidate who:

- Is professional, approachable, confident and empathetic whilst maintaining appropriate boundaries.
- Is resilient to deal with challenging people and maintain motivation levels.
- Has an understanding of the Health and Safety Regulations, including COSHH and risk assessment.
- Has the ability to carry out repair and maintenance work with expertise in DIY- eg woodwork, plumbing, painting and decorating skills.
- Full and clean UK driving licence.

To read the full job profile [click here](#) To apply for this job [click here](#)

Please be aware this advert will only remain open until the vacancy has been filled. Interviews will take place throughout this period.

Whilst appointments will always be made on the merits of the application and performance in the selection process, Launchpad is committed to achieving greater diversity, inclusion and equity in our workforce – and actively encourages and welcomes applications regardless of sex, gender, race, age, sexuality, beliefs or disability. If you require any adjustments to the application, recruitment or selection procedure, please contact our HR team.