horton housing
Improving lives together

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Caretaker
Bradford Temporary Accommodation Services (BTAS) – Male and Female

HOURS: 35 hours per week

SALARY: £25,875 per annum

ANNUAL HOLIDAYS: 6 weeks plus Bank Holidays

LOCATION: Bradford – travel required between 2 sites

Job Description

REPORTS TO: Service Manager

The Caretaker will be responsible for maintenance and minor repair work at Bradford Temporary Accommodation Services. The Caretaker will be responsible for the maintenance of the main building and also the dispersed properties. You will ensure void properties are ready for re-let, report/manage repairs, sustain stock and inventory levels. You will maintain high standards and of hygiene and cleanliness externally and internally.

RESPONSIBILITIES

- Carry out maintenance and minor DIY work for example, lock changes, unblocking drains, painting, damp and mould treatment
- Undertake domestic duties for example cleaning sharps, cleaning and refurbishing flats ready for re-let, cleaning communal areas
- Maintaining grounds of block and dispersed properties including grass cutting, hedge trimming, weeding etc
- Clear and tidy external areas to ensure that they are free from litter, leaves etc and are maintained in a clean and tidy state
- Maintenance of bin stores including taking bins out on day of collection and bringing back onsite
- Carry out regular property checks including internal, external and communal areas

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- Comply with all health and safety requirements in accordance with legislation and the organisations policies and risk assessments
- To participate in meetings as required
- Assist with the delivery, collection and disposal of furniture
- Assist with inventory checks and stock checks
- To participate in meetings as required
- Undertaking the above duties in accordance with Horton Housing Association Policies and Procedures

Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; it may therefore be subject to change.

Safer Recruitment
Horton Housing is committed to safe and fair recruitment, safeguarding and protecting the people that we support. The majority of positions here at Horton will require a fully completed application form and an enhanced DBS check to identify and reject applicants who are unsuitable to work with children or young people.

Person Specification

ESSENTIAL FOR THE ROLE

- Experience of carrying out a varied range of maintenance and repair work to a professional standard, such as changing locks, unblocking drains, gutters and waste pipes, furniture removals etc.
- Experience of carrying out domestic duties to high standards of hygiene and cleanliness.
- Previous employment in a property maintenance capacity or related field.
- Understanding of the potential risks to health, safety and welfare encountered in maintenance work.
- Valid driving licence and use of vehicle permanently and insured for business use
- Commitment to Equality & Diversity
- A willingness to undertake any further training required

What matters most to the people accessing our services?

We spoke to a group of the people we support and asked them what they thought were the most important skills and qualities for a Horton colleague in a support setting. The group agreed that soft skills were often more important than direct experience. The people we support are looking for someone **professional** and **positive**, who is **respectful**, **non-judgmental** and **empathetic.** The group values staff that are both **good communicators** and

good listeners, with the ability to **uplift** and **encourage** the people they support to meet their goals. With **patience** and **resilience**, our colleagues should **lead by example** and **'walk the walk'**. With all the exciting activities we have in our services, **resourcefulness** and a **sense of humour** don't hurt either!

About the department

Bradford Temporary Accommodation Service (BTAS) provides short-term temporary and emergency accommodation and support for people who Bradford Local Authority owe a statutorily (legally) homeless duty. The aim of the service is to prevent the most vulnerable people from experiencing homelessness and rough sleeping. The three separate elements delivered by Horton are: families, including single parents, single men and single women.

Referrals are accepted 24/7 through the Housing Options Service. BTAS offers tailored, person-centred and trauma informed support. Information, signposting and/or support will be provided to address independent living skills, mental health, substance misuse, and employment access. Resettlement assistance can be provided for up to 2 weeks after the people who we support move on.

A variety of temporary accommodation options are provided, catering to a range of needs, with a focus on safety and quality. Accommodation includes buildings with 24/7 access to on-site support and security.

BTAS collaborates with local agencies to empower individuals and enhance independence. Our key service outcomes focus on securing long-term housing for the individuals we support and ensuring they achieve sustained tenancies.

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