**RESERVE FORCES AND CADETS ASSOCIATION**

**FOR EAST ANGLIA**

**JOB DESCRIPTION**

**Appointment Details**

1. Job Title: Caretaker / Cleaner (Cadet Training Centre)
2. Job Grade: Skill Zone 1
3. Department: Cherry Tree Camp Cadet Training Centre
4. Reports to: Cadet Executive Officer- Essex ACF
5. General description of the Appointment: The Caretaker / Cleaner at the Army Cadet Force Training Centre (CTC) is a part time appointment, combining both administrative and physical duties and tasks. This role is employed by EA RFCA, and reports to the County Cadet Executive Officer (CEO) and the County Quartermaster (CQM) responsible for the CTC. The Caretaker / Cleaner is normally to work 4 hours per day across a 5 day week, (20 hours total), where the actual hours worked will be flexible by arrangement with the line manager. As duties on site are time critical, applicants should live in the locality of 20 mins travel time to the CTC to enable them to attend to unforeseen incidents.

**Overview**

1. EA RFCA is one of 13 RFCAs which provide support for Reserve Force and Cadet Units throughout the UK. Each RFCA has a volunteer membership of some 120 –150 and is served by a small, full time, salaried Secretariat and Army Cadet Force (ACF) Permanent Support Staff.
2. The RFCAs are represented nationally by the Council of RFCAs (CRFCA). The Chairman of each RFCA is a member of the Council, which employs a secretariat, who through the CRFCA Executive Board direct and coordinate the activities of the RFCAs. CRFCA is the single point of contact for all Ministry Of Defence (MOD), Defence Infrastructure Organisation (DIO) and Single Service stakeholders from whom the RFCAs are funded.
3. The main roles of RFCAs are:
4. Assistance and advice to the Defence Council.
5. Representation and advocacy of the Armed Forces (specifically the Reserves and Cadets).
6. Welfare and administration of the Reserves and Cadets.
7. Hard and soft facilities management for the Volunteer and Cadet Estate.
8. Personnel and financial management.
9. Indirect support to recruiting for the Army and the Army Reserves (and other Services as requested).
10. Marketing and publicity for the Reserves and the Cadets.
11. Employer Engagement and support.
12. Community Engagement.
13. The staffs of the RFCAs maintain close liaison with the relevant Royal Naval, Royal Marine, Army and Royal Air Force Headquarters and DIO to ensure effective coordination of supporting activities for the Reserve Forces and MOD sponsored cadet organisations.

**Primary duties**

Security

1. The role holds responsibility for the care and custody of the Centre, securing the premises at all times when not in use by the ACF or other users.
2. There is no requirement to be present when training is taking place, and the responsibility for security at these times is that of the senior officer present.
3. The Caretaker / Cleaner is responsible, as part of the handover procedure, to brief all users of property to ensure that the following points are covered:

Security

Keys

Administration paperwork

Cleaning

1. Responsible for carrying out day to day cleaning duties, including, at times, the supervision of other contract cleaners, on the premises. They will have the custody of and be responsible for the issue of the cleaning materials provided by the county for use by the county. External contracting arrangements will be negotiated as and when required. A detailed cleaning schedule for the premises is to be agreed with the line manager.

External

1. The Caretaker / Cleaner will be responsible for maintaining the presentation of outside areas. They will carry out duties to include collection of litter, weeding, removal of moss, clearing of leaves and emptying of bins throughout the area. Sweeping and applying grit to yards and doorways as required and the maintenance/cleaning of drains and the central refuse area.

Utilities

1. The Caretaker / Cleaner is to maintain proper control over and supervise the authorised maintenance by external contractors of heating, fire detection, security and hot water systems, which includes weekly legionella flushing, water temperature checks, fire call point checks, emergency lighting checks and their subsequent recording. They are required to take an interest in fuel economy by ensuring that lights and heaters are extinguished in the Centre when not in use, and by monitoring and recording fuel consumption as instructed by the Association.
2. The Caretaker / Cleaner will make themselves familiar with the location of fuse boards, stopcocks and water valves.

Maintenance

1. The Caretaker / Cleaner is to report to the Essex ACF HQ Staff, or other person nominated by the CEO for transmission to the Association, any repairs required to be carried out to the buildings or any defects likely to cause damage, with particular attention to the stoppage of; gutters, down pipes, burst pipes, blockages to drains and heating defects. Urgent matters should be reported directly to the Estates Department at Association HQ by telephone or email by the Caretaker / Cleaner and the CQM and Essex ACF HQ Staff must be made aware. The Caretaker / Cleaner will be the point of contact for briefing all contractors on the specific job and all health and safety matters whilst they are on site conducting maintenance.
2. When window cleaning, heating systems maintenance or other such activities have taken place, the Caretaker / Cleaner is to ensure the work has been satisfactorily carried out, insofar as they are able and that the completed forms have been given to the Essex ACF HQ Staff or the CQM for certification and transmission to the Association.

Administration/ Reporting

1. The Caretaker / Cleaner will have administrative duties which require good communication skills both written and oral.

**Secondary duties**

1. The Caretaker / Cleaner, by mutually acceptable arrangements with the CEO and RFCA, is to carry out other tasks which fall outside their normal duties, e.g. duties connected with subletting of the Centre for some outside activity.

**Training**

1. The post-holder is required to participate in all aspects of training and development, as identified in discussions with the Line Manager, to make use of all relevant opportunities for training that may improve the effectiveness and efficiency of their appointment.

**Reporting**

1. The Cadet Executive Officer Essex ACF has Line Manager responsibilities for the Caretaker / Cleaner. The Countersigning Officer is the Deputy Chief Executive.

**Person Specification**

1. Required skills/experience:
2. Experience - Some experience in a similar role is desired.
3. Familiarisation with Microsoft Office would be advantageous including Email, Word and Excel as a minimum.
4. A full driving licence is required.
5. This post-holder will be required to hold an Enhanced clearance from the Disclosure and Barring Service (DBS) and to be SC Cleared through National Security Vetting.

1. Personal qualities & behaviours:
2. This role will require contact with outside agencies and contractors so a polite and professional manner is necessary.
3. Proactive and self-motivated.
4. Ability to prioritise tasks and time manage effectively recognising where influence and authority lies and its impact on account activity.
5. A self-starter with a high degree of flexibility and adaptability. Excellent team-working ability.

**Hours**

1. The Caretaker / Cleaner is normally to work 4 hours per day across a 5 day week, (20 hours total), where the actual hours worked will be flexible by arrangement with the line manager.

**Other requirements**

1. As duties on site are time critical, applicants should live in the locality of 20 mins travel time to the CTC to enable them to attend to unforeseen incidents.
2. The successful individual will need to comply at all times with RFCA health and safety policies and procedures, and data protection/freedom of information requirements.

**Other Features**

1. This job description should be discussed/read with the Line Manager at the time of receiving the Annual Staff Report.
2. The Job Description may be reviewed in the light of changes during the period of the appointment and on change of incumbent.

I have read and understood my job description and mandate of responsibility.

Signed:

Name (Post holder):

Dated:

Signed:

Name (Line manager):

Dated: