



NCT Centre Caretaker (2 Posts)
Minimum 10 hours per week
Covering long term sick leave.
£8.45 per hour



The Newmains Community Trust (NCT) Centre is community owned and based in the heart of a busy town.

The Centre serves Newmains and District Communities and through local partnership working, delivering activities and services, meeting the needs of the people within the community. The purpose of this role is to assist with the effective running and availability of the NCT Centre for provision of quality services, sustainability of the organisations and benefits to communities during a period of long-term sick leave.

We are recruiting two Caretakers to cover long-term sick leave; this would be for a minimum term of 10 weeks per post.

You will have relevant experience within a similar environment, with a knowledge and understanding of health and safety regulations and safe working practises. In order to help keep the team and Centre users safe, you will also undertake key-holding duties and security checks and will have experience of this in a previous role.

If you are successful for the post, you will be responsible for carrying out preparation for any functions and the returning of the rooms for everyday use following any events. In this connection, you will have experience of Manual Handling and the ability to carry out duties where lifting may be required.

You must be self-motivated, able to work on your own initiative, have experience in dealing with the public as well as general cleaning experience. You should also have good communication and basic administration skills as well as an understanding and caring approach to Community Centre Users. You will have a friendly and welcoming manner, allowing you to be approachable and work well as part of a team.

If you are successful in this post, you must be willing to undertake a PVG check, as well as a flexible approach to work. The contracted hours are for a minimum of 10 hours per week and this post is a temporary for a minimum of 10 weeks, with the possibility of the term being extended subject to funding.

Closing date for applications is 28th February 2020 at 5pm.

For an application form please contact manager@nctcentre.co.uk