HEYFORD PARK
MANAGEMENT

Job Title: Community Centre Caretaker
Location: Heyford Park Community Centre / Heyford Park
Hours: 8.30 – 11-3.0 am Mon – Fri plus additional flexible shifts including evenings and weekends hours as the centre requires
Salary: £12. 21 per hour
Reports to: Facilities Manager

Closing Date: 12th September 2025

Job Purpose

We are looking for a reliable, practical and friendly Caretaker to help maintain a welcoming, clean, and safe environment at our Community Centre. This hands-on role includes cleaning, basic maintenance, setting up rooms for classes and events, supporting visitors, managing regular bookings (e.g. fitness classes, youth groups), and promptly reporting any issues or incidents to the main office.

Key Responsibilities

Bookings & Room Use

- Manage bookings for regular users & classes.
- Oversee & Maintain a booking management system.
- Ensure correct rooms are allocated, cleaned and set up accordingly for the incoming booking.
- Liaise with users to confirm needs and timings, and address any on the day issues promptly.

Security and Access

- Open and lock up the building for bookings and events.
- Primary out of hours contact in the event of an emergency.
- Undertake final walk round of the building, ensuring the premises are secure when not in use.

Maintenance and Cleaning

- Carry out routine cleaning of public areas and rooms (e.g. halls, toilets, kitchens).
- Perform or report minor repairs in rooms and shared areas (e.g. changing lightbulbs, unblocking sinks, fixing door handles).
- Monitor and adjust heating, lighting and ventilation systems as needed.

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Health & Safety

- Liaise with Dorchester's facilities manager to ensure the building remains compliant with all relevant H&S regulations at all times.
- Ensure safe use of cleaning products and equipment.
- Undertake routine inspections of the building and complete relevant inspection reports.
- Fire Marshall and lead for fire safety within the community centre

Incident Reporting

- Record all accidents, injuries or near-misses in the centre's accident book.
- Report all incidents promptly to the Facilities Manager.

Communication & Customer Service

- Report any maintenance, safety or operational issues to the facilities manager
- Pass on messages or concerns raised by visitors, instructors or hirers.
- Greet and assist hirers or visitors when on duty.
- Be a friendly and helpful presence around the centre.
- Ensure customer feedback forms are issued and completed

Person Specification

Essential:

- Reliable and punctual.
- Basic I.T Skills.
- Good communication and interpersonal skills.
- Organised and able to manage booking schedules.
- Able to work independently and take initiative.
- Flexible with working hours, including evenings and weekends.
- Enhanced DBS Cleared.

Desirable:

- Previous experience in a similar caretaker, facilities or bookings role.
- Basic DIY/maintenance skills.
- Familiarity with calendar or booking systems.
- Understanding of health & safety and incident reporting in a public setting.

Additional Information

This role may include split shifts and weekend hours depending on the centre's schedule. Training, uniform and access to all necessary reporting systems (e.g. accident book, diary) will be provided.

To apply, please contact **hr@dorchestergrp.com.** The closing date for applications is the 12th September 2025.