

A stylized map of the United Kingdom is shown in a light green color. Overlaid on the map are several large, colorful triangles pointing downwards. The top row consists of four triangles: blue, yellow, green, and pink. The bottom row consists of three triangles: orange, light grey, and purple. The triangles are arranged in a way that they appear to be part of a larger geometric design.

Recruitment Pack for

Caretaker

Hours: 30 hours per week
Location: Hawick Town Hall
Closing Date: 25th October 2024
Job Ref No: 0816
Salary: Grade 1 £12.00
(£23,151.40 - £23,923.12)

This pack includes details about our organisation to assist you with your application:

- Introduction to Live Borders
- Our Strategic Vision
- Our Department
- Our Values
- Job Description and Person Specification
- Conditions of Employment

More information can be found on our website www.liveborders.org.uk

If you would like to apply for this post, all you need to do is click [here!](#)

The selection process can include different forms of assessment along with a formal interview. You will be advised of this if your application is successful.

If you have a disability and need assistance in completing your application form, please contact our People team recruitment@liveborders.org.uk to discuss your needs or request a call back.

We look forward to receiving your completed application.



Introduction to Live Borders

Live Borders is the sport, leisure and culture trust for the Scottish Borders – this means we are a charity. Our aim is for everyone living, working and visiting the Borders to be **healthier, happier and stronger**.

Live Borders is governed and led by a Board of Trustees who set the strategic direction and monitors performance of the organisation.

Our Strategic Vision

Vision: Everyone living in, working in, and visiting the Borders to be healthier, happier and stronger.

Mission: We use our energy, enthusiasm and knowledge to support more people to experience more, learn more, and move more.

Strategic Goals:

- Expand levels of participation
- Grow our earned income
- Develop new funding streams
- Build on our reputation for great customer service
- Create a sustainable charity
- Nurture our people to be proud of what they do

Our Values

At the heart of Live Borders is our commitment to improve lives through physical activity, sport and culture. We use our energy, enthusiasm and knowledge to support people to experience more, learn more and move more.

Our Values underpin all that we do: [Live Borders Values](#)

Every penny spent with us is reinvested into supporting active, creative and healthy communities.

The executive team led by the CEO provide the strategic lead on the management and development of Live Borders to ensure we are a sustainable, dynamic and flexible organisation fit for the future and that meets our stated outcomes.

JOB DESCRIPTION

| | |
|---------------|-----------------------|
| Post Title: | Caretaker |
| Directorate: | Commercial Services |
| Reporting to: | Caretaker Coordinator |

Job Purpose:

Provide caretaking cover and assistance when required in Live Borders Venues, Halls and Community Centres situated across the region.

Responsibilities:

1. Ensure the security/ safety of the building and those using it.
2. Maintain a high standard of general tidiness in the hall and outside area surrounding the hall, by cleaning all public areas and office space.
3. Ensure rooms/ hall are prepared and available for hirers, with any equipment checked and laid out prior to use. Setting up rooms or providing furniture and equipment to the requirement of the user group.
4. Notify the need for cleaning materials and other goods and services as required.
5. Ordering and maintaining supplies.
6. Take delivery of orders and ensure their safe storage.
7. Check that all cleaning equipment is in safe and efficient working order before use.
8. Deal with visitors and enquirers to the hall
9. Attend to administration relating to bookings and hires, this includes use of Microsoft Outlook for reviewing calendars and sending emails.
10. Ensure the hall is kept in a good and safe state of repair, reporting any maintenance needs.
11. Build and maintain good working relationships with colleagues within the organisation
12. Represent Live Borders internally and externally e.g. at networking events, meetings, conferences and exhibitions to enhance and strengthen the company's profile
13. Comply with, and ensure compliance with, all Live Borders policies and procedures
14. Promote equal opportunities in service delivery.
15. Ensure services meet Health and Safety standards established by Live Borders
16. As an employee you must take reasonable care for the health and safety of yourself, other employees and anyone else who may be affected by your work

activities carried out. Employees shall work in accordance with policies, procedures, information, instructions and / or training received.

17. This job description is indicative of the nature and level of responsibility associated with the job. It is not exhaustive and there may be a requirement to undertake such other duties as may be required to meet the needs of the Service or Live Borders

Other details:

Requirement to work regular out of hours and weekends in line with user group requirements.

Requirement for PVG/Disclosure check – no

The role will involve lifting and moving of heavy objects (such as tables and chairs) and occasional working at height.

The role will involve lone working.

Note: the salary/pay of all posts within Live Borders will be subject to a further review and evaluation.

Person Specification

| EDUCATION | | | |
|--|-------------|--|-------------|
| Essential | Assessed by | Desirable | Assessed by |
| Good standard of education | A | Ladder Safety and Manual Handling certificated courses | A/ I |
| | | Current Driving License | A/ I |
| EXPERIENCE | | | |
| Essential | Assessed by | Desirable | Assessed by |
| Experience of using MS Office packages, especially Outlook | A/ I | Maintenance of site security | I |
| Familiarity with the safe use of cleaning material, chemicals and equipment. | A/ I | Maintenance of stock records | I |
| Working with members of the public | A/ I | | |
| SKILLS AND KNOWLEDGE | | | |
| Essential | Assessed by | Desirable | Assessed by |
| Ability to prioritise and organize own workload | I/ R | Basic Health and Safety knowledge and awareness | I / R |

| | | | |
|---|-------|--|-------|
| Good communication skills | I / R | Basic knowledge of simple repairs and maintenance | I / R |
| To be able to accept responsibility and work unsupervised | I / R | Ability to operate equipment (i.e. floor polisher) | I / R |
| Enthusiastic and approachable | I / R | | |
| Willingness to undertake relevant training | I | | |

KEY

A – Application; **I** – Interview; **R**– Reference; **T** - Test

SUMMARY OF CONDITIONS OF SERVICE

Location: **Live Borders Hawick Town Hall** (colleagues may be required to work at any Live Borders site during their career with us).

Hours of Work: **30** hours per week worked as agreed with line manager

Payment Method: Paid monthly on the last banking day of each month.

Annual Leave: Up to 2 years' service = 30 days (pro-rata for part time)
Increases by an extra day after completion of two years' service by commencement of the leave year. An additional day accrued for each completed year of service up to max of 5 additional days.

Public Holidays: 4 designated public holidays per year (pro-rata for part time)

Notice Period: 4 weeks, as detailed in any offer of employment

Pension: Option to join Group Personal Pension; employee contribution from 5% with the option to join the Local Government Pension Scheme after 5 years' service.

Equal Opportunities: Live Borders is an Equal Opportunities Employer and considers applicants on their suitability for the post regardless of sex, race, religion, disability or sexual orientation.

Sickness Allowance: Employees with less than 6 months' service get Statutory Sick Pay (SSP) only. Occupational Sick Pay is available to employees with more than 6 months' service (when the sickness commences) and starts from 5 weeks' full pay/ 5 weeks half pay and increases to a maximum of 26 weeks' full pay/ 26 weeks half pay after 5 years' service.

Presentation: Live Borders has strict standards of presentation; which staff are required to comply with. Uniforms are provided for the majority of posts where provided these must be kept clean and well presented. Where a uniform is not provided appropriate business dress is expected.

Other Benefits: Free access to all our sports facilities
Cycle To Work Scheme
Access to ASVA
Healthy Extras – includes retail discounts and access to health and wellbeing services

Please note that this is a summary of Live Borders conditions of service. If you are successful at interview and are offered employment, the specific conditions that apply to you will be detailed in your contract.

INFORMATION FOR ALL JOB APPLICANTS

Evidence of Right to Work in the United Kingdom

As a result of the Asylum and Immigration Act 1996, Live Borders requires every employee to provide evidence of eligibility to work in the UK. This will be required from the successful candidate prior to the appointment being made. Please do not send documentation at this stage. There are a number of specified documents which you could provide, some of which are list below. Only one is required:

1. A passport describing the holder as a British Citizen
2. A passport containing a Certificate of Entitlement issued by, or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the UK.

3. A passport or national identity card issued by a State which is a party to the European Area Agreement and which described the hold as a national of that state.
4. A registration card which indicates that the holder is entitled to take employment in the UK
5. A birth certificate issued in the United Kingdom or in the Republic of Ireland, with documentary evidence of their National Insurance Number.
6. A certificate of registration or naturalisation as a British citizen, with documentary evidence of the National Insurance Number.

Disclosure Scotland

The successful candidate will be subject to a Protecting Vulnerable Group registration to become a member of the Disclosure Scotland PVG Scheme, if this a requirement of the post. The cost of this registration will be met by Live Borders.

Live Borders

For more information about Live Borders please visit our website www.liveborders.org.uk

Please contact our People Team on recruitment@liveborders.org.uk if you require any other information about working for Live Borders.

