

Job specification



Job title: Senior Caretaker Lakes
Service: Outdoor adventure, Digital, Leisure and Wellbeing Directorate
Grade: Grade 5
Reporting to: Be Well Outdoor coordinator

Your job

As a caretaker for Be Well Outdoors, operating within Wigan and the Lake District, you will be an integral part of a dynamic team dedicated to maintaining cleanliness, safety, and overall functionality across our Lake District sites. Your responsibilities will encompass a diverse range of tasks including building and open space maintenance, general DIY duties, security measures, and ensuring exceptional customer care standards.

You will be part of a team that provides residential offers to schools, groups and public over the calendar year.

Your job-will be to assist with the organisation in maintenance of Low bank ground & Hinning House to ensure it remains clean, presentable and in good working order and are compliant with all Health and Safety requirements.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

On an ongoing basis you will: -

- Operate the service's cleaning, gardening, and waste machinery.
- Provide key holding responsibilities for both sites.
- Be flexible in terms of working locations and shift patterns as the needs of the service dictates.
- maintain all buildings to a standard fit for residential stays
- Adhere to and undertake the necessary building checks on a daily, weekly and monthly basis as required.
- Manage your hours to meet the needs of the centre with on call responsibilities.
- Planning and organising training of staff and volunteers on general duties and responsible areas.
- Carry out and record all Health and safety compliance checks including fire warden checks and legionella.
- To order consumables and equipment as required and to oversee delivery and use.
- To drive between sites and assist in drop off and pickups using the Minibuses.
- To maintain and clean minibuses along with the weekly checks.
- To plan and organise systems and procedures to record maintenance, building and security schedule.

- Anticipate future maintenance work and to schedule in as required with outside contractors.
- To maintain the security of both premises by securing entrances and exits and reporting potential security breaches.
- risk assessments for all power tools, paperwork for H & S compliance – alarm tests, legionella testing daily.
- Responsibility for financial resources and budgets.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Communicate effectively with colleagues, school staff, visitors and members of the public.
- Carry out effective building and outdoor space cleaning and maintenance and be a point of contact for contractors and maintaining a network of reliable contractors to draw upon.
- To assist with cleaning toilets, showers and changing room facilities as required.
- Carry out sweeping, litter picking and refuse removal.
- Undertake regular Inspections to record building condition, to identify defects and resolving those defects either directly or through approved contractors.
- Carry out your responsibilities around the management of PPM to ensure buildings are statutory compliant - working in partnership with Wigan Council Property and approved contractors to achieve this.
- Ensure that all work is carried out in a safe manner and in line with relevant health and safety legislation and corporate procedures.
- Report any concerns regarding health and safety, building defects or working practices to your line manager.
- Maintaining accurate records of maintenance programmes across the facilities
- Maintaining a high level of physical security measures across the facilities
- Be available to work weekends as the needs of the service dictates.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.
- Ensure the security of corporate landlord buildings, including locking and unlocking buildings at agreed times, screening and supervision of contractors / visitors, issue of security passes, safety inductions, and activation / isolation of security and access control systems
- Undertake and co-ordinate the testing and recording of fire alarms, security systems, disabled toilet alarms, L8 flushing, emergency lighting testing and any other checks as outlined by the Management team.
- Support in the delivery of a tuck shop service to groups, including cash handling and cashing up.
- Support with all other tasks deemed necessary to ensure the service operates smoothly.

In this job you will need

You must be able to demonstrate the following essential requirements: -

- Level 2 qualification relevant to the job i.e., Caretaking/ Cleaning or equivalent level of experience.
- Awareness of Health and Safety in relation to buildings and external recreational sites such as COSHH, Legionella testing.
- Experience of building security and safety including fire alarm testing.
- To be able to plan a programme of events within the 5-year plan – ie rooms, tree maintenance, more proactive now rather than reactive, jobholder planning up to 12 months in advance within the bigger plan.
- To have a positive attitude and be approachable.
- Experience of customer care.
- A flexible attitude in terms of shift patterns and working extra hours at short notice.
- Willingness and ability to work on Saturdays and Sundays.
- Good level of general DIY skills
- The ability to work using your own initiative.
- Effective communication skills: you will be in contact with members of the public as well as work.
- You will have a friendly and approachable nature and always portray a positive can do attitude.
- Hold a current valid driving license and ability to drive a council vehicle (minibus, small tractor)
- Be able to work outside for at least 50% of the role.
- Have a good level of Health and safety knowledge.
- Have good ITC skills and be able to navigate computer systems and programs to keep records and produce documentation.

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Team Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better


Be Courageous... be open to doing things differently

Be Kind... be helpful, generous and thoughtful towards yourself and others


Together we will


Deliver Deal 2030, working alongside our communities to make Wigan Borough an amazing and inclusive place to live and work, building a better future.

We will


 Genuinely care for you and your wellbeing.

 Champion a culture that inspires you to thrive.


 Listen and engage with you to bring your ideas to life.


 Celebrate your contribution and support you to reach your goals and aspirations.

I will

 Look after my wellbeing and be kind to myself and others.

 Work with others across #TeamWigan to be courageous, innovative and embrace technology.

 Share my ideas and be accountable for making things happen.

 Own my development and let my passion and positivity shine through.