



## Assistant Caretaker, Re-Form Heritage

Stoke-on-Trent

£16,848 (£12 ph)

Permanent 0.6 FTE, shift times will be the hours of 8am to 5.30pm Tuesday to Thursday – 27 hours per week.

### Introduction

Re-Form Heritage are recruiting an enthusiastic and hands-on person to join our maintenance team. This role is intended to transition into a trained professional through external professional training supported by the workplace. You would be responsible for supporting the team through a scheme of regular preventative maintenance and repair in a historic grade II\* listed Victorian pottery.

### About the Role

Your role will be to support the general day-to-day safety, security, maintenance, and cleanliness of the Middleport Pottery site.

Your core tasks will include:

- Attend relevant training to support development of role and skills.
- Opening and closure of site daily including opening/closing heritage areas.
- General minor site maintenance and repair.
- Regular site inspection and fault logging.
- Manage external / non-visitor access to the site, ensuring site guidelines are observed.
- Be the first point of contact for contractors working on site and undertake qualification checks, site induction and asbestos management procedures related to contractors.
- Managing day-to-day health and safety.
- Assistance in preparation of risk assessments, regular review of risk assessments.
- Regular testing and care of safety systems (fire alarm tests).
- Regular health and safety testing e.g. legionella.
- Regular day-to-day asbestos management.
- Monitoring cleanliness of site.
- Ensure all fire signage and equipment is legally compliant and monitored and recorded as per legislation.
- Maintain safe conditions and safe working practices within all the facilities.

- Adhere to company and statutory health and safety procedures and policies.
- Assist managers and other staff with events, movement of supplies, furniture etc.
- Upkeep of external areas,
- Support and supervise students and apprentices on work experience,
- Provide cover for front of house / reception.
- Key holder.
- Any other duties that are appropriate to the post.

## **Skills and Qualifications**

### Necessary Skills and Qualifications

- Enthusiasm for maintenance and repair.
- Demonstrable experience working efficiently and effectively with colleagues, volunteers, artists and partners.
- Ability to carry out basic building repairs, painting, decorating and grounds maintenance.
- Ability to use a range of tools and equipment, ensuring safe handling and storage.
- Good knowledge of safe working practices.
- Willingness to attend relevant training as and when required.
- An understanding of health and safety regulations and procedures.
- Ability to anticipate and reduce risk where possible, make suggestions for improvements etc.
- Understanding of safe working procedures regarding chemicals, plant and machinery.
- Ability to organise and deliver complex tasks, meet deadlines, demonstrate attention to detail and deliver simultaneous tasks and objectives.
- Able to communicate effectively (both orally and in writing) to a reasonable standard.
- Work alone when required, showing good self-motivation.
- Ability to manage resources effectively and efficiently, included shared team resources.
- An understanding of and appreciation for heritage and creative contexts.
- Competent using Microsoft Office software (Excel, Word, Outlook).
- An understanding of health and safety regulations and procedures.
- Ability to manage resources effectively and efficiently, included shared team resources.

### Preferred Skills and Qualifications

- Formal qualification in an aspect of buildings care, maintenance and/or engineering.
- Health and Safety, COSHH, ladders and manual handling training, other specific experience or training relate to health and safety or risk management.
- First Aid at Work qualification.

- Asbestos Awareness or Duty to Manage qualification.
- Experience in maintenance and repair in a professional capacity.
- Experience of working in heritage or listed buildings.
- Experience of legal responsibilities and procedures required to maintain a safe working environment.
- Some gardening and / or grounds maintenance skills.
- Develop more efficient and cost-effective ways of working.
- Experience using shortwave radios.
- Willingness to learn new IT systems as required to undertake role.

## **About Re-Form Heritage**

Re-Form Heritage is an independent charity which specialises in the restoration and rejuvenation of heritage buildings at risk of decay or demolition. Re-Form Heritage's objective is to transform historic buildings into local assets, creating job opportunities and catalysing wider social and economic benefit. Re-Form Heritage owns and manages Middleport Pottery and Harper Street in Burslem, Stoke-on-Trent. It also owns the Old Duchy Palace in Lostwithiel, Cornwall, which is operated by our partners at the Cornish Buildings Preservation Trust,

Our offices are located at Middleport Pottery in Burslem, Stoke-on-Trent. Office-based staff enjoy the opportunity to work at the Grade II\*-listed Middleport Pottery on the banks of the Trent & Mersey Canal, the last continuously operating Victorian pottery factory in Stoke, and one of the most important industrial heritage sites in the west Midlands.

Re-Form Heritage particularly welcomes applications from Black, Asian, other ethnic minority, and disabled candidates, as these are all currently underrepresented on our staff.

For more information about our work and our sites, please visit our website: <https://re-form.org/>

## **How to Apply**

Applications should also be sent to [lucy.siebert@re-form.org](mailto:lucy.siebert@re-form.org) .

Application is via submission of a CV.

Application deadline: 5pm, Friday 30th July 2024