

**Re: Caretaker – Part-time Job Pack**

Thank you for your interest in the Guernsey Housing Association and the part-time Caretaker post.

Please complete the GHA Job Application Form and read through the Job Description to ensure you meet the job requirements and person specification.

The deadline for completed Applications to be with us is **30<sup>th</sup> April 2022**.

We intend to contact the shortlisted applicants soon after the deadline and invite for interview during the week commencing **3<sup>rd</sup> May 2022**.

The salary is negotiable and dependent on the applicant's experience and will range between £13.50 per hour and £14.75 per hour. The position is part-time, 20 hours a week, business hours being 9am to 1pm Monday, Wednesday to Friday, 8am to 12 noon each Tuesday. Based on a 20 hour week, we offer 25 days holiday increasing by a day a year that you work for GHA, up to an overall maximum of 30 days total. We also offer a company pension, healthcare insurance, dental, group life insurance, critical illness insurance and will provide more detail on the terms and conditions should you be offered the job.

The majority of the working day will be spent at one of our Extra Care developments with an hour per week at the GHA office for receiving job orders, updating the team with the status of jobs and completing paperwork. This role would suit someone with previous construction or trade experience who is used to working under own initiative and in people's homes. A big part of the job is managing tasks to the agreed deadline. The person must ensure a courteous and professional approach is provided at all times whilst undertaking checks and repairs. Reactive work is key to this role but there is also a big focus on our cyclical and planned maintenance work to prevent problems and reduce our day to day repairs. There is an element of office and paper work involved.

Inclusion in the shared out-of-hours on-call schedule is a key requirement of this role which covers all the GHA developments and is paid in addition to the basic pay.

The GHA currently manages and maintains over 1000 properties and is building more homes. There is plenty of interesting work and opportunity for the Caretaker as the Extra Care scheme was built just 8 years ago offering a vast range of tasks to be undertaken.

Due to the nature of the job a full police check will be required.

If you require any more information about the job or GHA please contact us on 245530. **Please return your completed application form by 30<sup>th</sup> April 2022** to our offices at First Floor, Newlands House, Lowlands Trading Estate, Braye Road, Vale, GY3 5XJ. Please mark it private and confidential and address it to Suzanne Ozanne.