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# ARC

Stockton Arts Centre

May 2021

Dear Applicant

## Caretaker

Thank you for requesting an application pack for the Caretaker role here at ARC. This pack includes:

- Job description and person specification

You can find out more about ARC and its programme of events and activities, including its work with artists, by visiting our website, [www.arconline.co.uk](http://www.arconline.co.uk)

ARC is striving to be an equal opportunities employer. We welcome applications from Black and minority ethnic and disabled candidates who are currently under represented in our organisation. We offer a flexible and supportive working environment, value experience as well as skills and qualifications and aim to ensure everyone in the organisation is aware of our equality and diversity commitments.

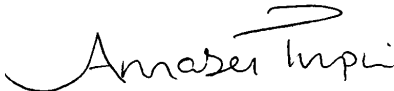
The deadline for applications is **10.00am on Monday 21 June 2021**. Please submit your CV by email to [recruitment@arconline.co.uk](mailto:recruitment@arconline.co.uk). If you need to submit your application in an alternative accessible format please contact us in advance so that we know to expect it.

Interviews will be held on Monday 28 June 2021. Please indicate on your application if you are not able to make these dates, and also let us know if you have any access requirements for the interview.

Please note that whilst we will acknowledge receipt of your application, due to the high number of applications received for positions at ARC, we are unable to respond to them individually. If you have not been contacted by Friday 25 June 2021, please assume you have not been shortlisted.

I hope you decide to apply and look forward to receiving your application.

Best wishes



Annabel Turpin  
Chief Executive  
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Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**

# ARC

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## Caretaker Job Description

<b>Job Title:</b>	Caretaker
<b>Hours:</b>	24 hours per week, flexible part time Some requirement to work evenings and occasional Saturdays
<b>Salary:</b>	£18,533 per annum pro rata
<b>Contract type:</b>	Permanent
<b>Based at:</b>	ARC, Stockton on Tees
<b>Reporting to:</b>	Technical Manager
<b>Holiday entitlement:</b>	28 days per year pro rata including bank holidays

### Job Purpose:

The Caretaker will be a core member of the Operations team, working to maintain the quality and presentation of ARC's building and facilities. They will be responsible for minor repairs and maintenance, as well as liaising with contractors to ensure all elements of ARC's building, plant and equipment remain in good, safe working order.

They will assist other members of the Operations team to prepare spaces for the public, and act as a keyholder for the building.

### Key duties and responsibilities:

1. Undertake regular, weekly checks of all areas of ARC's building and record any repairs and maintenance required.
2. Carry out minor repairs and maintenance within your skillset to restore ARC's building, plant and equipment to the highest standard of presentation and operation.
3. Lead on the implementation of a regular, preventative maintenance programme across ARC's building, plant and equipment.
4. Liaise with external contractors as required ensuring their work is value for money, meets agreed timescales and is carried out to the highest standard.
5. Manage contracts for pest control, water purification, waste, sanitary disposal and others as required.

6. Support the Operations Director and other staff with all aspects of health and safety, including regular checks, tests, record keeping and risk assessments.
7. Support the Operations team with the set up, preparation and clear-down of spaces for events and activities.
8. Support the housekeeping staff with cleaning duties as required.
9. Act as a keyholder for ARC, unlocking and securing the building on morning or evening shifts.
10. Act in accordance with ARC's policies, including its Health and Safety Policy, Safeguarding Policy and Equality Policy.
11. Undertake any training as required by ARC.
12. Be a full team member and contribute to the life of the organisation as a whole.
13. Any other duties as may be required as part of the Caretaker's role.

# ARC

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## Caretaker Person Specification

<b>1. Essential Qualities</b>	
1.1	A range of good DIY skills, able to carry out general maintenance to a high standard
1.2	An eye for detail with high standards of presentation
1.3	Able to carry out physical work including working at heights and lifting and carrying
1.4	Able to work unsupervised, managing time and prioritising tasks appropriately
1.5	Able to communicate effectively with people of all ages and backgrounds
1.6	Flexible about working hours to accommodate six day operation and varied hours
<b>2. Desirable Qualities</b>	
2.1	Professional plumbing, electrical or decorating skills and/or experience
2.2	Experience of managing maintenance or other similar service contracts
2.3	IT skills including use of Microsoft Office applications
2.4	An enthusiasm for the arts and the work of ARC
2.5	Knowledge and experience of Health & Safety Policies