**Job Pack:** Caretaker

**Closing Date: 26/06/2025**

**Interview Dates: 27/06/2025**

**Contents**

* About Marsh Farm Futures
* The Application Processes
* Job Description
* Person Specification

**Marsh Farm Futures - (MFF)**

**Introduction**

Marsh Farm Futures (MFF) is an independent charity based in Marsh Farm, Luton, Bedfordshire. It is run and managed by a board of trustees made up of local residents and representatives of local organisations from within the local community.

Our vision is to improve the well-being and quality of life for those who live and work in Marsh Farm by working with partners to inspire and empower the community through sustainable opportunities.

We aim to achieve this vision through a number of strategic objectives. These include developing a program of support for young people, improving educational standards and fostering the development of a healthy and safe community.

In addition, Marsh Farm Futures wants to play its part in developing a vibrant local economy. The income generated from its activities is used to invest in further community activities in a way that meets the vision of the organisation as set out above.

**Futures House**

Futures House is a bespoke low operating cost building, with a gross internal area of 65,000 square feet. As a vibrant, sustainable, and innovatively designed community “hub”, Futures House provides enhanced local public services, including police, health and community care services, as well as providing quality office space, a cafe and an indoor play park.

Futures House includes a number of key anchor tenancies as follows:

* Bedfordshire Police – who operate a Community Policing Unit at ground floor level.
* Heywood House – who provide day care services for young adults with complex learning difficulties.

**The Application Process**

Please read the following guidelines carefully before completing your application.

**Submitting an Application**

Please submit an up-to-date Chronological **CV of no more than 4 pages** alongside a job-specific cover letter **of no more than 2 pages** via email to [recruitment@marshfarmfutures.co.uk](mailto:recruitment@marshfarmfutures.co.uk) **stating the job title in the subject of the email.**

Your application will be treated in the strictest confidence.

**Ensure that you will be available to attend the interview date specified in the covering letter, as it is rarely possible to convene an interview panel on any other date.**

**References**

You will need to nominate two references who will be able to comment on your suitability for the post, one of these should include your current or most recent employer.

**Job Specification**

We strongly recommend that you thoroughly read the job description and person specification attached to this pack as it will highlight all the essential and desirable criteria set for this post. Through the shortlisting stage, the criterion will be used to decide which candidates are suitable for interview.

Ensure that you use your Chronological CV and cover letter to **adequately match your skills and experience against the criteria**. Demonstrate how you can meet each of the criteria identified on the person specification, relating your skills and experience to those required. These may include experience gained through employment, your personal interests or education.

Remember, the shortlisting panel will be looking at how you best match the essential and desirable criteria soif you do not tell us we will not know. We are unable to make assumptions about you or your abilities.

Should you have any queries relating to the job or person specification please contact us 01582 512555.

**Acknowledgement of your Application**

Due to the high levels of applications MFF receives, we may be unable to acknowledge receipt of your application

**The Closing Date**

You must ensure that your application reaches MFF by the closing date and time listed above as late applications are not normally accepted.

**Interview Selection**

Successful candidates selected for interview will be confirmed by email.

If you have not heard from us within 4 weeks after the post/s closing, it is unlikely that your application has been successful on this occasion. Please do not let this deter you from applying for any future vacancies at Marsh Farm Futures.

Unfortunately, we are unable to provide candidates with feedback from their application form if they have not been shortlisted.

**Selection Procedure**

A selection criterion for interviews is based on merit only and will include the following process:

* Chronological CV and Cover Letter
* Panel Interview

**Criminal Records Bureau (CRB) Disclosure Check**

Please note that some posts may require a CRB disclosure check. In these cases, candidates will be informed at the interview. Receipt of a satisfactory check would be a condition of appointment.

**Job Description** Caretaker

**Salary:** £27,600 p.a.

**Main Purpose:** To be responsible for the care and upkeep of Futures House and its grounds.

**Responsible to:** Chief Executive,but reporting to Chief Operations Officer

**Location:** Futures House, the Moakes, Marsh Farm, Luton

**Hours:** 35 hours

**Summary of main responsibilities**

* Gardening and performing landscape duties to keep all grounds tidy and weed-free
* Inspecting the building, including heating, cooling, lighting and alarm systems to make sure they are in good working order
* Performing basic repairs and maintenance tasks as required to keep the building presentable
* Sourcing, booking and supervising contractors for major repairs
* Move desks chairs, boxes, changing light bulbs etc walk around the buildings
* Monitoring cleaning materials, tools, and furniture, ensuring H&S logs are kept up to date and materials reordering as required
* Cleaning the building or supervising the Cleaners
* Adhering to the company’s safety policies and carrying out regular checks of high-footfall areas to create a safe working environment for everyone

**Equipment**

* Looking after the Futures House assets, equipment in storage and ordering equipment where necessary.
* Ensuring equipment in the building is in good working order, e.g. appliances, garden machinery, tools and fire safety equipment including extinguishers.

**Security**

* Unlocking and locking of gates and building as required.
* Addressing any car parking and marshalling duties in response of operational need and requirements.

**Grounds Maintenance /Car Parks**

* Litter picking
* Keeping all hard surfaces free of moss and weeds.
* Disinfecting drains and dustbins regularly.
* Making safe any hazards and ensure that the area is cordoned off.
* Sweeping key area, picking up litter and taking responsibility for the removal of debris from paths, front courtyard, grassed areas, flowerbeds, and all entrances.

**Heating, Lighting and Water**

* Ensuring that all lights and heating are working effectively and read Gas, Electric and Water metres as required.
* Ensuring that the boiler house is tidy and that no flammable material is stored there.

**General**

* Arranging chairs and tables for meetings and clearing away afterwards as well as storing equipment and supplies safely.
* Painting and touching up internal and external common areas, meeting rooms and community halls in Futures House.
* Understanding fire safety regulations, Health and Safety regulations, emergency procedures, and working to these, including the procedure and rules for evacuating a building.
* Maintenance of a variety of records and monitoring meter readings and fuel usage.
* General maintenance and minor repair work including, doors, windows, plumbing etc.
* Reporting any defects of building, furniture, fittings, and equipment to COO.
* Allowing access to contractors working on site.
* Monitoring of cleaning standards.
* Completion of the daily site works diary.
* Any other work requested by and deemed appropriate by MFF management team.

**Person Specification**

This acts as the selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D) :- useful for choosing between two good candidates

**Please ensure, when providing your Chronological CV, you give clear examples with headings of how you meet the essential and desirable criteria**

|  |  |
| --- | --- |
| Essential/  Desirable | Criteria |
| **Skills, Abilities and Knowledge** | |
| E | Proven ability to take care of a large building successfully, e.g. carry out repairs to plumbing and joinery |
| E | Able to read instructions and maintain work-related records |
| E | Able to communicate politely and tactfully with tenants and users |
| E | Understand safe working practices and safety legislation |
| E | Be well-organised and capable of prioritising own work |
| E | Health and safety awareness and knowledge with a good service ethos. A can-do, proactive, energetic attitude towards your work and other people. |
| D | Electrical qualification |
| D | Use of Information Technology, e.g. Word and email |
| D | Able to plan and monitor the effective and efficient use of resources |
| **Experience of** | |
| E | 1-2 years of work experience in a similar role |
| **Personal Attributes** | |
| E | Confident, flexible and able to contribute positively to the work of a team |
| E | Able to work without supervision. |
| E | Follow simple instructions and procedures, e.g. security and access systems |
| **Other Requirements** | |
| E | Commitment to implementing Equal Opportunities and understanding of confidentiality |
| E | Successful applicants will be subject to relevant DBS checks |
| E | Working as part of a team and on your own initiative |
| E | Core hours are Monday to Friday 9 am to 5 pm, and the job requires flexibility to work in the evenings and on weekends. |