



Caretaker/Handyperson - Building and Grounds

Location	Reports to	Hours	Salary
Bore Place, Chiddingstone	Facilities, Grounds and Health & Safety Manager	Flexible - 3, 4 or 5 days a week To be agreed to fit applicant and Bore Place needs.	£25,000 (pro-rata)

Mission for the role

Bore Place is a 500-acre organic farm estate in West Kent providing a unique venue with sustainability at its heart. It is home to a charity delivering programmes for young people, public and private events and courses, as well as a home for complementary rural businesses. There are 5 properties on the estate used by visiting groups and hired for weddings, events and for holiday lets, as well as an education centre, 6 business partners' premises and 6 residential properties.

We are committed to creating a better future by providing a place that brings sustainability to life and offers opportunities to learn, grow and be inspired.

For over 45 years we have worked towards operating as sustainably as possible, whilst engaging and inspiring as many people as possible. From our early commitment to organic farming, and our drive to reduce our carbon emissions by generating our own green energy, to running education programmes for young people who need an alternative learning environment, Bore Place continues to evolve with a green and social agenda. We are determined to play our part in creating a better environmental, social, and economic future and have set a new Strategic Plan for the next 5 years to do so.

The objective for this role is to work as part of our friendly and hard-working team to provide the day-to-day maintenance and care of our buildings and grounds.

Handyperson/Caretaker Role

You will work to deliver an excellent experience for all visitors to Bore Place by:

- Maintaining our buildings and grounds to meet the expectations of all visitors and charitable programmes
- Ensuring all maintenance, facilities and grounds tasks are completed in a timely manner to ensure the smooth and safe running of Bore Place.



Direct Responsibilities

Ensure the general upkeep of buildings and services to ensure they are safe and meet visitor and residents' needs

- Complete weekly, monthly, quarterly and annual maintenance tasks in accordance with the schedule set by the facilities manager.
- Provide caretaking support for the site including general care and maintenance of the buildings and contents as needed.
- Maintain and inspect all company vehicles (minibus and Hi-sun all-terrain vehicle) regularly to ensure they are road worthy standard as well as clean and tidy.
- Manage all support services to ensure they are of the required standard and meet our requirements (e.g., waste management and pest control)
- Ensure that accurate records are kept for all areas of COSHH, health and safety, risk assessments, and fire regulation management
- Ensure all equipment used is properly maintained and in good working order.
- Act upon feedback from visitors to improve our premises and services

Maintain the general upkeep of the grounds

- Ensure the grounds and external areas are ship shape, clean and tidy at all times.
- Complete weekly garden tasks including mowing, weeding, hedging, watering, sweeping, tidying and ensure cleanliness of all outside areas.
- Ensure all equipment used is properly maintained and in good working order.

Ensure all visitor needs are met

- Work as part of the team to provide event support tasks including event set up/post event, porting furniture and other items as needed.
- Ability to drive the minibus for the transportation of visitors within the local area (training will be provided).

Being part of the team

- Take an active role in the wider work of Bore Place.
- Assist with and take part in events as appropriate.

Legal requirements

- Adhere to health and safety, fire risk, food hygiene, COSHH and other statutory regulations.



Person specification

Essential criteria

- **Practical skills** - handyperson, groundsperson, gardening and maintenance skills.
- **Well organised** - exceptional multi-tasking skills, ability to plan ahead.
- **Problem solver** - ability to think on your feet, identify solutions to problems and resolve any issues.
- **Persistence** - the willingness to go the distance to get things done.
- **Integrity** - values-driven, can deliver commitments on time and to budget and live up to verbal and written commitments.
- **Creativity and innovation** - solutions focused, can meet practical needs yet generate new ideas to make improvements.
- **High standards** - ability to deliver the best with pride and within the resources available.
- Attention to detail and excellent timekeeping.
- Clean driving license and excellent fitness.

Desirable criteria

- Knowledge of the various areas of compliance including site-specific Health and Safety issues.
- Tradesman experience - electrical or plumbing.

Our Values

Inspire

Inspiring and learning through experience - We inspire people to look after the Earth, enjoy the living world and become guardians of its future.

Regenerate

Regeneration in action - We seek to be a real-life model of regenerative practice and instill this at the core of everything we do.

Collaborate

Making a Difference Together - People and partnerships are at the heart of our organisation. We acknowledge that to achieve real change we need to work with others. This collaborative approach is key to our success.

Be Inclusive

A fair and inclusive environment - We champion and promote inclusion, equality, and diversity always. We aspire to be an organisation where people feel valued and included equally.

Take Ownership



Job Description Confidential

Personal and collective responsibility - Bore Place belongs to us all. Together we care for the land and provide a well-managed, accessible space, rich in wildlife where our values are central to our actions and choices.

Benefits of the role and working at Bore Place

- The role is at the core of a growing organisation and has clear accountability.
- Opportunity to make a significant difference to the lives of others and see the direct impact of your work.
- 38 days paid holiday a year (pro rata) - including bank holidays.
- Life insurance, EAP, pension, staff discounts on courses and food.
- Flexible working approach.
- Coaching and support.
- Opportunity to undertake further learning and training.
- A glorious countryside location.

Diversity

Bore Place is committed to promoting a diverse and inclusive workplace where everyone can be themselves and succeed on merit. We strive to ensure that opportunities to work and develop at Bore Place are open to all. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic.

Please notify us of any disability at the earliest opportunity should you wish us to make any special arrangements for the application process or, if successful, for the role. We will ensure we make reasonable adjustments wherever we can.

Safeguarding and DBS

The safety and welfare of children and other vulnerable people at Bore Place is extremely important to us and is why we pride ourselves on our Safeguarding procedures. All positions at Bore Place are subject to a Disclosure & Barring Service (DBS) check at the appropriate level.

Right to work in the UK

It is a requirement that any successful applicant has the right to work in the UK and can provide evidence of this. This would be an express term and condition of your employment with us.