



## Cleaner / Caretaker (Part-time 12.5 hours)

### Background Information and Person Specification

Ayrshire Housing was formed in April 2003 by the merger of:

- Carrick Housing Association, set up in 1991 to build houses for affordable rent,
- South Ayrshire Homes, a local housing company formed in 1998 to acquire Scottish Homes' stock in South Ayrshire.

Ayrshire Housing has a stock of approximately 1,600 units. Our stock portfolio extends from major community regeneration projects to small schemes in conservation villages.

Ayrshire Housing's governance structure is based on a partnership between its tenants and the communities it serves. It is a company limited by guarantee and a Scottish charity, and is regulated by The Scottish Housing Regulator.

Ayrshire Housing operates from a pleasant, modern office in Main Street, Ayr.

<b>Job Title:</b>	<b>Cleaner / Caretaker (part time 12.5 hours – Monday to Friday)</b>
<b>Responsible To:</b>	<b>Administrative Assistant</b>
<b>Grade:</b>	<b>EVH Grade TAS2 £18,644 to £19,542 (pro-rata)</b>
<b>Location:</b>	<b>Ayr</b>
<b>Job Purpose:</b>	<b>To ensure that the building and environment is clean and safe, correctly arranged and to assist with the smooth and efficient running of our community hub, The Local.</b>  <b>The post holder will be able to reflect the ethos and mission of Ayrshire Housing in all dealings with staff and visitors.</b>  <b>The post holder will ensure that services are undertaken in accordance with Ayrshire Housing's Policies and Procedures.</b>

### Conditions of Service

Ayrshire Housing subscribes to the Employers in Voluntary Housing salary structure and conditions of service. 25 days' annual leave plus 15 public holidays are offered (pro-rata). A contributory final salary pension scheme is available through either the SFHA (Pensions Trust) scheme or, if already a member, a local government scheme. A Basic Disclosure Scotland check will be required for this post.

We are an equal opportunities employer.

## PERSON SPECIFICATION

JOB TITLE: Cleaner / Caretaker (12.5 hours)

### EDUCATION / QUALIFICATIONS / KNOWLEDGE

#### Desirable

- Fire warden certificate
- First Aid certificate

### EXPERIENCE

#### Essential

- Minimum of one year's experience in a similar role.

### SKILLS / ABILITIES

#### Essential

- Well-motivated, proactive and able to work with minimal supervision
- Confident and personable with excellent communication skills
- Willing to attend appropriate training courses as required
- Willing to work evenings and occasional weekends as required.



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