

Facilities Caretaker

Recruitment Pack





ROSEMOUNT
DEVELOPMENT TRUST

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Welcome Message

Rosemount Development Trust have been active in the community of Royston for 35 years focusing on community regeneration, employability and citizenship in the area. We have a number of facilities and projects that require care and maintenance including the Rosemount Workspace on Charles Street, Roystonhill Spire & Park, our small Community Orchard, our planters on Royston Road and our new park project at Provanhill Street.



*Sharon Ross
Depute Director*

Thank you for taking the time to consider this application for the role of Facilities Caretaker. I hope the information in this pack will give you a good understanding of the role and how important it is for our community, our tenants and our staff.

We pride ourselves in being an excellent employer, with our staff's needs and welfare at the heart of how we operate. We know how important it is to find a job that works for you, where your values are shared by those you work with, and to be part of an engaging, passionate team in a positive environment.

The role of Facilities Caretaker is a permanent full-time position at 35 hours over 5 days. Reporting to the Depute Director and working closely with the Property Services officer, this is a varied and active role, working directly in our community. As well as looking after our workspace premises, you will be looking after Roystonhill Spire & Park, our small community orchard, our planters on Royston Road and our new park project at Provanhill Street. The job involves a mix of caretaking, light gardening, overseeing external contractors, assisting tenants and staff and supporting our maintenance plans.

We are looking for someone flexible, positive, self-motivated and who can work well within our small team. The ideal person will have experience in site maintenance and gardening. If you think you would be a good fit for the role we would welcome an application from you and look forward to meeting you.

Thank you,
Sharon Ross
Depute Director



About Rosemount Development Trust

Rosemount Development Trust is a registered Scottish Charity with two trading subsidiaries, Rosemount Workspace Ltd. and Roystonhill Spire & Park Ltd. Founded in 1989, Rosemount Development Trust are a not-for-profit charity which also supports other organisations to benefit and empower people in Royston, Glasgow.

Our subsidiary company Roystonhill Spire & Park Ltd was formed to preserve and maintain an important local landmark, which is now the site of a valuable green space with views across the city, and a public art and heritage project featuring mosaics depicting local history.

Rosemount Business Park provides high quality rental space while supporting the community – it is owned and managed by Rosemount Workspace Ltd. a subsidiary of Rosemount Development Trust.

We own and manage community buildings and land, safe-guarding these important spaces for the community, and reinvesting all surplus revenue to create long-term economic, social and environmental benefits.

Our project work includes: a new park on the vacant and derelict land at Provanhill Street, the planters on Royston Road, our community orchard, the Royston Road Mural, lighting up Royston for Christmas, including the Christmas tree at Royston Primary School, our Community Benefit Fund which supports local charities and organisations in the area and heritage projects to connect our community with the area's past.





About

Meet the Team



Maureen Flynn
Managing Director

Maureen has been with Rosemount Development Trust since 1991, joining two years after the organisation was founded, and also serves on the board of Spire View Housing Association.



Sharon Ross
Depute Director

Sharon joined Rosemount Development Trust in 2008 as our Finance Officer, overseeing budgets, audits, payroll and HR services for our organisation.



Joanne Donnelly
Property Services Officer

Joanne has been with Rosemount Development Trust since 2017, as primary contact for our tenants, she coordinates all site activities, coordinating events, organising meetings and liaising with our stakeholders.



Andy Cuthbertson
Community Development Officer

Andy joined the team in January 2024, coming from a background of heritage conservation. Andy is a member of the board for the Development Trusts Association for Scotland.



Our Mission, Vision & Values

MISSION

To make a positive change to the lives of the people of Royston, by relieving or preventing poverty through a programme of employability, community regeneration, and by supporting other charitable projects in the area.

VISION

To achieve a community that supports each other and those most in need, with strong community facilities that offer training, essential services and support. We hope for a more active, healthier and safer Royston.

VALUES

ACCOUNTABLE - To our stakeholders and our community.

DEMOCRATICALLY LED - By our community, our Board of Directors and the Royston Strategy Group.

AMBITIOUS - Thinking creatively and meaningfully to improve our local area.

EQUITABLE & INCLUSIVE - Our strategies, projects and practices represent our diverse community.

TRUSTED - By our community to tackle the issues facing it.



People Benefits



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Loyalty Based Advanced Holiday Programme

On joining the organisation you have 26 days of annual leave, including public holidays. After five years this increases to an additional four days of annual leave, and after ten years this increases to five days of additional annual leave.

Training & Development

We don't just support training relevant to your job, we support training that will help you personally as well. We will pay for courses you identify that will help in your personal and professional development.

Time Off in Lieu

For any overtime accrued, this will be collated as TOIL to be used when you need it. Unlike annual leave, TOIL carries over into the following year.

Workplace Pension

We contribute 6% against your own pension contributions if you opt in to our workplace pension scheme. You can increase or decrease your contribution whenever you want.

Wellbeing Hour

One hour per week, we provide a wellbeing hour, where with the team we have the option to take a health class, or go for a walk together.

Uniform & PPE

We provide all uniform and PPE required for the role, and will pay to replace old or damaged uniform/PPE.



Job Description

Facilities Caretaker



Job Title: Facilities Caretaker/Handyperson

Remuneration: £26,686 - £28,686

Responsible to: Depute Director/Line Manager

Hours of Work: 35 hours per week

Monday to Friday 8.30am to 4.30am

Introduction

We are looking for an experienced and multi skilled handyperson to take on the role of caretaking and gardening maintenance. The ideal candidate will be responsible for the smooth running and maintenance of our business park and local community greening projects.

We want applicants with the highest standards of workmanship who have a 'can do attitude' are diligent, reliable, well presented, professional, organised, efficient and a good communicator.

The chosen candidate will be confident in their own knowledge of what requirements are needed to ensure that the buildings and sites are compliant with all health and safety regulations. They will also be able to take the initiative to monitor what jobs need to be completed and prioritise them accordingly.

The main place of work will be Rosemount Business Park, 141 Charles Street but you will also work externally, maintaining our community greening projects.





Job Description

Facilities Caretaker

SPECIFIC AREAS OF WORK:

Rosemount Business Park

Maintenance Services

- Reactive joinery and building fabric maintenance such as lock repairs, fixing shelves, noticeboards and other small joinery repairs
- Reactive electrical maintenance and repairs such as; replacing fuses, change light bulbs etc
- Internal and external small painting and decorating tasks
- Any other handyman repair work that does not require a qualified tradesperson

Caretaking Services

- Planned and preventative maintenance work
- Remove tenant waste materials to collection bins and daily litter pick
- Distribute waste bags and ensure compliance with recycling policy
- Clean/cut grass/weed external grounds, pathways and car park
- Gutter cleaning
- Assist with internal office cleaning and vacant unit cleans when required
- Keep site drainage channels clear of debris, including leaves and cigarette ends
- Carry out regular inspections of vacant units, log inspections and actions taken or required
- Weekly site maintenance checks identify and report small/major site maintenance issues to Property Services Officer to action
- Transport furniture and equipment to and from units/rooms, adhering to healthy safety procedures at all times
- Grit site as and when required, ensuring adequate supplies of salt
- Monitor and record gas, electricity and water consumption
- Assess need for external tradespeople and report to Property Services Officer to action
- Assist in stock ordering, control and management of maintenance spares and consumables

Job Description Facilities Caretaker

Landscaping and Gardening Maintenance

Rosemount Business Park

- Grass cutting, tree trimming, weeding, pruning de-littering and other general gardening duties as and when required.

Spire Park

- Weekly inspections of Spire and Park to comply with insurance liability
- Carry out Visual inspection of Spire Structure and surrounding walls, reporting any issues to the Property Services Officer

Small Orchard at Glenconner Park

- Quarterly inspection and maintenance

Royston Road Planters

- Weekly inspection of planters
- There is scope to take full responsibility of planters, including seasonal planting and maintenance

Provanhill Street Greening Project.

This a new regeneration project currently being developed.

- Inspect and monitor provision of external gardening services
Other general gardening duties as and when required.





Job Description Facilities Caretaker

Health & Safety

- *Complete regular site and office health and safety checks and report any Health and Safety Issues to the Health and Safety Officer.*
- *Undertake job risk assessments in conjunction with the Health and Safety Officer relating to role activities*
- *Carrying out Weekly office fire alarm testing with Health and Safety Officer.*
- *Maintain accurate and timely records of health and safety checks*
- *Assist Property Services Officer in providing site inductions, and issuing any 'permits to work' to contractors*

Security

- *Carry out daily visual checks to all vacant units, boiler house/boilers and switch room to ensure no issues first thing in the morning and at the end of the working day*
- *Report any boilers issues to Property Services Officer.*
- *Ensure all units are locked and secure at the end of each working day*

Staff meetings and training

- *Attend and contribute to staff meetings*
- *Attend training relevant to the post*
- *Any other duties relevant to the post*





Job Description Facilities Caretaker

General

- *Be available for on-call services outside of normal working hours*
- *Carry out duties outside normal working hours when requested ie. Occasional weekends/evenings*
- *Participate in occasional community open days as required*
- *Man office reception as and when required*
- *Adhere to and promote the Trust's equal opportunities policy and statement of intent of equal opportunity and support staff members and Directors to create a welcoming, safe and friendly working environment where everyone feels valued and is supported to develop their full potential*
- *Perform any other duties consistent with the nature and responsibilities of the position*
- *Undertake any other duties and tasks as deemed reasonable by the Line Manager.*



Person Specification



Facilities Caretaker

This is a person specification of the experience and skills that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

REQUIREMENTS	ESSENTIAL	DESIREABLE
Good standard of English, sufficient to understand spoken and written instruction, including technical materials	✓	
Basic Maintenance skills in a variety of trades, including using tools and equipment	✓	
Knowledge of cleaning methods and systems	✓	
Basic knowledge of gardening and landscape maintenance	✓	
Excellent organisational skills	✓	
Microsoft Computing skills: Knowledge of Outlook/Email, Excel and Word packages	✓	
EXPERIENCE	ESSENTIAL	DESIREABLE
A minimum of 3 years caretaking and/or gardening maintenance	✓	
Knowledge of gardening and landscape maintenance	✓	
Use of gardening tools	✓	
PERSONAL SKILLS	ESSENTIAL	DESIREABLE
A 'can do attitude'	✓	
Proactive and can work on own initiative	✓	
Ability to self- motivate, prioritise, plan, schedule and meet deadlines	✓	
Good Interpersonal Skills and Team Worker	✓	
Ability to climb ladders, operate equipment and lift significant weights if and when required.	✓	
Full Driving Licence		✓

Summary of Terms & Conditions of Service Facilities Caretaker



The main Terms & Conditions of your employment are as follows:

Job Title	Facilities Caretaker
Remuneration	£26,686 - £28,686
Hours of Work	35 hours per week Monday to Friday 8.30 am till 4.30pm. Lunch is one hour unpaid.
Overtime	You may on occasion be required to work out with office hours. You may also be required from time to time to support weekend events. Time off in lieu will be granted for this.
Main Place of Work	You will be based at Rosemount Business Park, Unit W6/16, 141 Charles Street, Glasgow, G21 2QA
Hybrid Working	Not applicable to this role
Probation Period	6 months
Annual Leave	26 days per annum – 13 days Public Holidays
Line Manager	Depute Director

Locations

Rosemount Business Park

The primary function of the Facilities Caretaker is in maintaining and supporting the Rosemount Business Park.

Your tasks here would be:

- Rubbish uplifts
- Weeding, clearing leaves and litter
- Grass cutting and tree-trimming
- Liaising with tenants on repairs and maintenance
- Supporting the Property Services Officer with regards to external contractors on site, including management and inspection of their work
- Supporting the Property Services Officer with any other reasonable tasks
- Taking energy readings for tenants
- This list is not exhaustive, and you may need to undertake planned and reactive works





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Locations

Roystonhill Spire & Park

The Roystonhill Spire is a Grade A Listed structure, built in 1856, owned and maintained by Rosemount Development Trust. Working with the Community Development Officer you will be responsible for:

- Inspecting the boundary wall, and base of the spire for any maintenance issues (full training will be provided)
- Maintenance of the park and mosaics
- Additional planting when required





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Locations

Provanhill Street

Provanhill Street is a new project, with an expected site start in mid-November 2024. External contractors will take care of grass cutting and weeding, however you will be required to inspect the site and instruct any required grass-cutting, weeding and tree maintenance through the Community Development Officer.





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Locations

Royston Road Planters

We currently have nine planters on Royston Road. Your role, supported by the Community Development Officer, will be to:

- Select new flowers to be planted seasonally
- Plant new flowers seasonally (2 -3 times per year)
- Weekly inspections for littering and any replanting
- Watering (only during long, dry spells)





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Locations

The Community Orchard

The Community Orchard is a very small project of just 7 small trees, that requires quarterly maintenance, and occasional inspections. Working with the Community Development Officer you will:

- Prune the trees
- Clear weeds
- Provide fresh mulch around the base of the trees
- Water the trees in the event of a long, dry period

Full training can be provided for this.



Equal Opportunities Monitoring Form



We are committed to equal opportunities in employment ensuring that no job applicant or employee receives less favourable treatment because of **age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.**

If you wish to assist us in achieving a diverse workforce, and advertising our vacancies appropriately, please complete the following questionnaire. **If you do not wish to complete the form, this will have no bearing on any selection decisions.**

All information will be treated in the **strictest confidence, processed anonymously and separately** from any application form you submit. The information will not be provided to or shared with the shortlisting or interview panel.

Ethnic Origin

Please Circle/Tick the appropriate option to indicate your ethnicity

White

English | Scottish | Northern Irish | Irish | Welsh | British |

Gypsy or Irish Traveler

Any other white background (Please specify):

Asian

Indian | Bagladeshi | Pakistani | Chinese |

Any other Asian background (Please specify):

Black, African, Caribbean, or Black British

African | Caribbean |

Any other Black, African or Caribbean background (Please specify):

Multiple/Mixed Ethnicity

White and Black Caribbean | White & Black African | White & Asian

Any other Multiple/Mixed background (Please specify):

Other Ethnic Group:

Arab | Arab Scottish/British

Any other Ethnic Group (Please specify):



Equal Opportunities Monitoring Form

Gender

Please Circle/Tick the appropriate option to indicate your gender identity

Male | Female | Prefer not to Say |

Prefer to Self-Describe (Please specify):

Sexual Orientation

Please Circle/Tick the appropriate option to indicate your sexual orientation

Straight/Heterosexual | Gay | Lesbian | Bisexual

Prefer not to Say |

Prefer to Self-Describe (Please specify):

Religion

I would describe my religion/background/belief as:

Age Range

Please Circle/Tick the appropriate option to indicate your age range

16 - 24 | 25 - 34 | 35 - 44 | 45 - 54 | 55 - 64 | 65+

Prefer not to say:

Disability

Do you consider yourself to have a disability? Yes | No

If yes, what is the effect or impact of your disability on your work?

Neurodivergence

Do you consider yourself to be neurodivergent? Yes | No

If yes, what is the effect or impact of your neurodivergence on your work?

Contact



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