



THE LADY ANTROBUS CHARITABLE TRUST

Antrobus House, 39 Salisbury Road, Amesbury, Wiltshire, SP4 7HH

JOB SPECIFICATION

GENERAL & LETTINGS CARETAKER

The Lady Antrobus Trust is looking for a dedicated, reliable, and self-driven individual to take on the role of General & Lettings Caretaker, helping the team ensure the efficient operation of Antrobus House.

Duties and Responsibilities may involve :

General Maintenance

- act as keyholder, opening and closing the house, ensuring the alarm is set.
- maintain the cleanliness and tidiness of the building and grounds, including toilets and kitchen areas, ensuring they are ready for use at all times.
- perform regular health and safety checks and report findings to the Business Manager.
- regularly test the intruder and fire alarms, as well as emergency lighting.
- monitor oil and gas levels, notifying the Business Manager when reordering is needed.
- Regularly check lighting, heating, and water supplies, reporting any issues to the Business Manager.
- carry out small repairs to furniture, fixtures, and fittings, and inform the Business Manager of any larger repairs needed.
- handle minor painting and decorating tasks as required.
- maintain and inspect in-house equipment such as lawn mowers, strimmers, and vacuum cleaners.
- ensure the exterior grounds are kept clean and tidy, including tasks like sweeping leaves, mowing the lawn, and pressure washing.
- coordinate with contractors (e.g., landscapers, painters, plumbers, electricians), ensuring risk assessments and health & safety documentation are reviewed.
- ensure all contractors sign in and out when on the premises.
- be flexible and willing to take on other duties as needed.

Weddings/Functions/Events & Other Bookings

- act as keyholder, opening and closing the house, and ensuring the alarm is set.
- remain on site for the duration of bookings.
- set up rooms with tables and chairs according to clients' specifications.
- clear, clean, and reset rooms for the next booking.
- ensure all necessary equipment is available, safe, and ready for use.
- take on the role of Duty Manager in the absence of the Business Manager, liaising with and assisting hirers and suppliers (e.g. DJs, bar staff, caterers, florists) to ensure the smooth operation of each event.
- assist with providing refreshments as needed.
- ensure clients adhere to the Terms and Conditions of hiring Antrobus House.
- be flexible and willing to take on other duties as needed.

- Other

- to complete a First Aid Course, funded by the Lady Antrobus Trust
- to complete all other training, as required

Hours of Work

You will be part of a small team, working approximately 10-20 hours per week on a rota basis. Hours will vary each week, and you may be required to work some evenings and weekends, including late shifts (sometimes until 12:30am/1:00am) to cover functions and weddings at the house.

Rate of Pay

£12.60/hour. Double time if after midnight.

Reporting to

Business Manager

Paid Holiday Entitlement

20 days per year + Bank Holidays

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Right to Work in the UK

The successful applicant will be required to provide suitable proof of identification, confirming their right to work in the UK.

Closing date for applications : 28th February 2025

Please send your CV and a covering letter to the Business Manager either by email or post :

Email : catherine@antrobushouseamesbury.co.uk

Post : FAO Business Manager, Antrobus House, 39 Salisbury Road, Amesbury, Wiltshire, SP4 7HH