

Person Specification: Residential Caretaker

Essential qualities

1. live-in caretaking experience
2. experience of security and fire safety systems
3. diligence, thoroughness, attention to detail and high levels of accuracy
4. a rigorous and systematic approach to duties
5. ability to prioritise and act efficiently
6. the ability to be flexible and open to change
7. ability to work independently or as part of a team
8. excellent interpersonal skills
9. well-developed communication skills
10. high standards of literacy
11. computer literacy, particularly a strong knowledge of Microsoft Office suite
12. willingness to work flexible and unsocial hours
13. in their day-to-day activities the post holder is expected to:
 - a. test and maintain security and safety systems across the Museum buildings
 - b. oversee repairs, replacements, and infrastructure improvements
 - c. file all maintenance-related documentation
 - d. cover front of house duties as required
 - e. engage with external bodies to actively recruit, train, and induct voluntary staff
 - f. help visitors to interpret and enjoy exhibits and collections
 - g. assist with operational administration
 - h. ensure sundry supplies – including bathroom essentials – are adequately stocked
 - i. monitor merchandise stock levels and maintain the Museum shop
 - j. assist in the Orangery as required
14. be the primary keyholder residing onsite at the Museum
15. be Fire Marshal trained
16. act as a nominated and trained First Aider

Desirable qualities

1. events coordination and delivery experience
2. food Hygiene certification Level 2
3. experience working in a Grade Listed building
4. experience working in an independent museum environment

Adequate training will be provided by The Fan Museum Trust for Essential Qualities if required

Job Description: Residential Caretaker

<p>Purpose & Aims of Post</p>	<ul style="list-style-type: none"> ● To support the work of the Museum Management team (MMT) (Director and General Manager) by overseeing and/or personally undertaking a range of tasks. ● To be responsible for the coordination and practical running of the Museum including its security, the maintenance of the building and the collection, its technical needs and related equipment. ● Under the direction of the General Manager to carry out administrative aspects of various Museum activities. ● To implement and uphold the Volunteer Policy as laid down by the General Manager and Director, to train volunteers when required. ● To be responsible for all aspects of health and safety and to ensure statutory compliance. ● To work in the Museum shop, the Orangery and Front Desk as required.
<p>Responsible to</p>	<p>The Director (primarily), General Manager</p>
<p>Responsible for</p>	<ul style="list-style-type: none"> ● Front of house volunteers ● Contractors inclusive of, but not limited to, cleaning staff, gardeners, window cleaners
<p>Accountabilities</p>	<ol style="list-style-type: none"> 1. Work collaboratively with the Director, General Manager and all other colleagues to ensure the operational effectiveness and overall success of the Museum. 2. Work closely with the General Manager and other members of staff as appropriate to ensure the effectiveness and efficiency of the Museum's core policies and procedures. 3. Work positively with a range of external audiences, relevant support groups, agencies, and visitors, to include (but not limited to): <ul style="list-style-type: none"> ● The Trustees ● The Friends of the Museum ● Conservators ● Visitors both individual & groups ● Worshipful Company of Fan Makers ● The Arts Society ● The Association of Independent Museums ● London Museum Development network ● Fan Circle International & associated networks ● Cercle de l'Éventail & associated networks ● Local Authorities

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	<ul style="list-style-type: none">● Visit Greenwich● Other museums, galleries & archives● The media● Arts Council England, Art Fund & associated grant awarding bodies● Participants in the Museum's events programme● Relevant freelance and contract staff and advisors <p>4. Act as primary keyholder living onsite, and take responsibility for the safety, security, and efficient running of the Museum buildings.</p>
Accountabilities	<p>Please note that this list is not exhaustive or necessarily fully representative of all duties that may be required according to the needs of the Museum.</p> <p>Maintenance</p> <ul style="list-style-type: none">● Being responsible for all public and private areas of the Museum including the Museum's apartments by ensuring that all areas are kept to a high standard of cleanliness.● Ensuring that the tenants in the maisonette comply with the terms of their tenancy agreement and overall maintenance of the building.● Ensure that light bulbs are replaced immediately (including those within display cases), that blinds and shutters are opened and closed when required and are working properly.● Carry out minor repairs personally and arrange contractors for more difficult matters to be carried out. Any expenditure must be approved by the Director or General Manger before it is incurred.● Manage the cleaning of interior and exterior aspects of the Museum, liaising with the Museum's cleaning provider, which may include minor gardening duties both front and back of the building and liaising with the gardener.● Obtaining approval for all changes to existing contracts or proposed maintenance works through the Director and/or General Manager. <p>The Orangery/Hire Events</p> <ul style="list-style-type: none">● To oversee and implement the setting up of the Orangery and other spaces in the Museum for private events and hires, working closely with the General Manager.● To ensure the maintenance of all kitchen equipment.● Ensure the Museum meets Health and Safety standards, fire regulations, and operates within license agreement limitations and food hygiene requirements.● Working with the General Manager to ensure catering is provided as required for private viewings, group tours and private functions.

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- Liaise with any external caterers on the premises, during events and private functions, as required.

Security and Safety

- You will be required to attend appropriate training courses at the expense of the employer.
- You will ensure that the building is opened and locked up as necessary liaising with the MMT.
- Ensure that all lights are switched off, that boiler temperatures are set appropriately and that alarms are set before the building is locked up.
- Ensure that display cases are locked where appropriate in conjunction with the Interim Curator.
- Consider any possible risks to employees, visitors or contractors and discuss urgently with MMT.
- Assist the MMT in the development of emergency plans and risk management policies.
- To identify all matters for which a risk assessment is required and to liaise with the General Manager to ensure these are recorded appropriately.
- To be responsible for testing of emergency equipment (including but not limited to fire safety and intruder alarm systems) and planning for emergency evacuation in conjunction with the MMT and existing policies/procedures.
- Live onsite at the Museum to provide overnight security of the building.

Administration

- Work closely with the General Manager on aspects of administrative policy and practice.
- Engage in basic financial procedures by operating the till.
- Record all aspects of the Museum's work in the Day Book.
- Ensure that all casual timesheets are filled out accurately and in a timely manner and passed to the General Manager.

General Activities

- To cover the Front Desk, the Orangery and Museum shop where necessary.
- Assist the Director and Interim Curator with the mounting/dismounting of temporary exhibitions.
- Carry out any other tasks related to the running of the Museum as directed by the MMT.