



Almshouse Estates Caretaker – Job Description

Role:	Almshouse Estates Caretaker / Handyman
Reports to:	Property and Maintenance Manager
Direct Reports:	Two part-time (25 hours max per week in total) self-employed Assistant Caretakers
Location:	14 sites across the Charity's estate (must live within one hour's drive of central Richmond, TW9)
Salary:	Range £30,000 - £35,000 + Competitive package
Contract:	Full-time (8:30am – 5pm, Mon-Fri) with occasional emergency call-outs

Purpose of the Role

To provide a responsive, caring, and high-quality estates and caretaking service across 14 almshouse sites located in central Richmond, Twickenham and Mortlake —ensuring buildings, communal areas and grounds are safe, clean, well-maintained, and welcoming for residents and visitors.

This is a varied role and requires a proactive approach to property maintenance and a regular visible presence across all estates.

Key Responsibilities

- Supporting the Health Safety and Security Officer by carrying out weekly inspections across all estates, maintaining accurate records and daily work log, and liaising with the maintenance team to ensure a proactive approach to maintenance and repairs.
- Keeping the Property and Maintenance Manager fully updated on all property maintenance issues to enable them to plan and budget both reactive and proactive works across the estates
- Managing the day to day workload of the Assistant Caretakers and ensuring that all duties are fulfilled as follows: cleaning and maintaining the almshouse estates including sweeping cleaning gullies, cleaning gutters, cleaning rubbish and recycling areas and bin stores, clearing litter, cleaning entrances, porch ways and pathways, cleaning porch lights and all external estate lights, cleaning signage and notice boards, keeping boiler houses tidy, assisting the caretaker on 2 handy jobs, seasonal work such as treating benches, cleaning garden furniture, cleaning soffits and fascias jet washing pathways, patios and steps, cleaning bathroom extractor fans, wiping down and cleaning gates and railings, oiling hinges on communal doors and gates, cleaning laundry roofs, keeping hard surfaces clear of moss and weeds).
- Keeping communal areas, paths, and external spaces tidy, hazard-free and well maintained.
- Undertaking reasonable first line repairs including basic carpentry, plumbing, electrics and general maintenance within the almshouses and across the estates.
- In conjunction with the Health Safety and Security Officer, supporting access for contractors and monitoring basic completion of works.
- Providing a visible presence across sites.
- Participating flexibly in emergency call-outs as required.
- Providing practical, respectful support to residents within role boundaries.
- Maintaining accurate logs, stores, and following safety protocols including Manual Handling, COSHH and Lone Working.
- Proactively managing estate maintenance (periodically inspecting drains and vents, and ensuring that all external lighting is in order), waste management, and seasonal tasks (gritting and leaf clearance).
- Supporting with events, almshouse clearance, and estate improvement projects.
- Hickey's Chapel – winding and adjusting as necessary the Chapel Clock

- Covering key tasks in the absence of the Health, Safety and Security Officer (fire alarm testing, Careium alarms, collection and issuance of keys and contractor liaison)
- Any other duties as reasonably requested by the Property and Maintenance Manager or the CEO

Person Specification – Essential

- Practical maintenance skills and experience in estates, caretaking or facilities roles.
- A proactive approach to property maintenance.
- Knowledge of basic building services and health & safety.
- Strong organisation skills and ability to prioritise work across multiple sites.
- Excellent interpersonal skills and a resident-focused approach.
- Full UK driving licence and ability to travel between sites.
- Basic IT skills for reporting and logging checks.
- Ability to undertake physically active work.

Person Specification – Desirable

- Experience in almshouses, supported housing, or later-life housing.
- Training in Fire Safety, Legionella Awareness, Asbestos Awareness, First Aid, Working at Height, or similar.
- A trade background is advantageous.

Additional Information

- The Charity pays for annual MOT, annual service and annual insurance for the vehicle used for work purposes.
- Participation in on-call duties is required, with flexibility around emergency response.
- Enhanced DBS check required.
- There may be an option for the Caretaker to live onsite at Hickeys Almshouses. This will be discussed at interview and would be reflected in the salary agreed with the successful candidate.