

**Property Manager (Caretaker)**  
**Job Description**

**Hours:** 40 hours per week

**Pay:** To be agreed depending on qualifications and experience (estimated £23,796 - £25,000)

1. To ensure that the development is maintained to a high standard. All internal common corridors to be kept clean and tidy. Communal areas to be vacuumed, mopped and dusted and polished as required.
2. Ensure that all exit points are secure at the beginning and end of each working day.
3. Ensure that Health and Safety issues are being adhered to throughout the development in line with the published Health and Safety Report for the site.
4. Ensure that the CCTV is in good working order and that continuous recording is maintained.
5. Ensure that the refuse rooms are clear of rubbish and disinfected as required.
6. General gardening duties including watering of plants.
7. Monitoring the car park and reporting of unauthorised vehicles to the car park enforcement company.
8. Operation and management of the door entry system and recording of access fobs issued.
9. Report damages to Action Property Management as appropriate.
10. Testing of the fire alarm system / emergency lighting and maintenance of a written record of all testing undertaken.
11. To carry out a daily inspection of the property including all internal corridors, car park and outside area of the building.
12. To check all lighting and replace if necessary throughout the development
13. To ensure that all communal areas are kept free from obstructions with particular attention to areas in close proximity to fire doors.
14. To ensure that contractors or service providers working in communal areas observe all Health and Safety rules whilst working on site and ensure areas that they are working in are kept hazard free.
15. To ensure that the main entrance, car park and exterior of the building are presentable and free from litter.
16. To hold keys for common areas of the development.
17. To liaise with contractors or service providers as required (i.e. lift / water testing).
18. To meet with Action Property Management as required and inspect the property together.
19. To monitor the performance of contractors or service providers working in communal areas and provide feedback as required to Action Property Management.
20. To paint the common areas including filling shrinkage cracks.
21. To provide cover for other Property Managers / Concierges as may be required from time to time.
22. To supervise, provide access and keep a written log of contractors or service providers working in communal areas.
23. Undertake meter readings as required by agents, owners and residents and maintain a log of readings undertaken.
24. Any other duties relevant to the position.

## **Concierge Duties**

1. Administering of the parcel service.
2. Liaising with agents over the removal of 'for sale' and 'to let' display boards.
3. Cleaning and presentation of the reception area.
4. General administration for the development.
5. Keeping a log of all contractors of working at the site.
6. Maintaining a paper record and database of tenants.
7. Monitoring the car park and reporting of unauthorised vehicles to the car park enforcement company.
8. Operation and monitoring of CCTV equipment to ensure continuous CCTV recording.
9. Operation of the door entry security system to prevent unauthorised visitors from entering the building.
10. Organisation of community events such as drinks evenings and BBQs.
11. Signing, recording and storage of deliveries for the development.
12. Signing, recording and storage of keys for the development.
13. Updating notice boards as required.
14. Watering of plants.
15. Any other duties relevant to the position.

**Property Manager**  
**Person Specification**

Requirement	Essential or Desirable?	How Assessed?
<p><b>Qualifications / Education / Training:</b></p> <ul style="list-style-type: none"> <li>GCSE or equivalent</li> <li>Relevant GNVQ or equivalent</li> <li>Basic knowledge of joinery, decorating and DIY skills</li> <li>Willing to undergo training as required</li> </ul>	<p>Desirable Desirable Desirable  Essential</p>	<p>Via application form</p>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Experience of working in a similar role</li> <li>Experience of working with customers</li> <li>Experience of writing communications</li> <li>Competent at basic repairs and maintenance of grounds using where necessary small industrial / electrical and mechanical equipment</li> </ul>	<p>Desirable Essential Essential Desirable</p>	<p>Via application form and interview</p>
<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>Knowledge of health and safety</li> <li>Ability to understand and apply regulations such as manual handling, health and safety etc</li> </ul>	<p>Desirable Essential</p>	<p>Via application form and interview</p>
<p><b>Skills &amp; Competencies:</b></p> <ul style="list-style-type: none"> <li>Ability to work flexibly / as part of a team</li> <li>Able to operate electrical / mechanical systems</li> <li>Able to effectively organise and supervise the work of others (such as contractors)</li> <li>Reading, writing and numeracy skills sufficient to complete timesheets, parcel delivery forms etc</li> <li>Able to handle / carry heavy / bulky items</li> </ul>	<p>Essential Essential  Essential  Essential</p>	<p>Via application form and interview</p>
<p><b>Personal Attributes:</b></p> <ul style="list-style-type: none"> <li>Hard working</li> <li>Ability to work independently</li> <li>Self-motivated</li> <li>Ability to make decisions and use own initiative</li> <li>Prepared to learn new skills</li> <li>Polite, courteous and cooperative with colleagues and residents</li> <li>Show initiative and work proactively to ensure smooth running of site</li> </ul>	<p>Essential Essential Essential Essential  Essential Essential  Essential</p>	<p>Via application form and interview</p>

# JOB APPLICATION FORM



Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Shortlisting will be based on the information gathered from the form, read in conjunction with the person specification.

Please ensure the completed form is returned by the closing date of noon on Sunday 23<sup>rd</sup> June 2024 by e.mail to [jobs@actionpropertymanagement.co.uk](mailto:jobs@actionpropertymanagement.co.uk) or by post to Action Property Management, No. 1 Dock Street, Leeds, LS10 1NA.

Interviews will be held week commencing 1<sup>st</sup> July 2024.

## POSITION APPLIED FOR:

Job title:

Where did you see this post advertised?

## 1. APPLICANT'S DETAILS

<b>Title:</b>	<b>Surname:</b>	<b>First name:</b>

**Home address:**

POST CODE:

**Telephone Nos:**

Home:

Mobile:

E.mail address:

Do you hold a current driving licence?	<b>Yes/No</b>
--	---------------

Is there anything concerning your medical history or state of health that is relevant to your application?	<b>Yes*/No</b> <i>*If you answer Yes please refer to the Equality of Opportunity Questionnaire enclosed</i>
--	--

Are there any restrictions regarding your employment? e.g do you require a Work Permit?	<b>Yes*/No</b> <i>*If you answer Yes please supply details on a separate sheet of paper</i>
--	--

How much notice do you need to give to your current employer?	
---	--

2. Employment record

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in *Section 5: Experience /skills*.

**1. Current/most recent employer/organisation**

Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		

**2. Employer/organisation**

Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		

**3. Employer/organisation**

Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		

**4. Employer/organisation**

Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		



## 5. EXPERIENCE / SKILLS

This section is for you to give specific information in support of your application. Please set the information out on a maximum of two sides of A4 paper.

After reading the Job Description and Person Specification carefully, consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests relevant to the post. It is important that you provide evidence of your achievements by giving examples to support your application. You may wish to use the headings in the person specification in order to set the information out clearly.

Please attach on a separate sheet(s)

## 6. REFERENCES

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

1. Name:

Position:

Organisation:

Address:

Tel:

2. Name:

Position:

Organisation:

Address:

Tel:

## 7. CRIMINAL CONVICTIONS

Do you have any criminal convictions? Yes  No

If Yes please give details on a separate sheet, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974.

## 8. DECLARATION AND SIGNATURE

The information supplied in this application form is accurate to the best of my knowledge.

.....  
Signed

.....  
Date

By returning this application form you consent to Action Property Personnel using and keeping information about you provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability: these will be used solely for internal monitoring and will not be disclosed to any third party.

**Thank you for completing the form.** Please print your completed form and return - together with your completed Equality of Mon – to the address provided on the job application form.

## Equality Opportunities Monitoring Form

Action Property Personnel is an equal opportunities employer. In accordance with its Equal Opportunities Policy, we provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex and/or sexual orientation.

Currently, there are limited circumstances in which an employer is legally required to monitor and report on matters pertaining to protected characteristics. Action Property Personnel is aware of those requirements and as and when it becomes necessary to report on such matters you will be informed directly of the need to monitor or report before any such processing begins (via an updated privacy notice). Aside from any mandatory reporting requirements we also carry out voluntary monitoring of protected characteristics in order to evaluate and assess whether our equality policy aims are being applied effectively and to ensure that individuals who have protected characteristics:

- do not face any disadvantaged or under-representation during the recruitment process,
- are promoted fairly during employment and
- are not disproportionately advanced through disciplinary and absence management procedures.

Details of how we will process the information collected from this form is provided in the job applicant privacy notice (available on request). Once an appointment has been made, the data given on this form will be stored on computer in an anonymised format and the form will be destroyed.

You may decide not to answer one or any of the questions on this form but if you do respond, all information provided will be treated completely confidentially and will be used solely by the Human Resources Department for the purpose of equal opportunities monitoring. The monitoring form does not form part of your job application and will therefore be detached from it on receipt and stored separately. You can post this form separately if you wish. Thank you for your assistance in completing this form.

Name:		
Title of job applied for:		
Location of job:		
Gender:	Male	
	Female	
	Undergoing, or have undergone, male to female gender reassignment	
	Undergoing, or have undergone, female to male gender reassignment	
	Prefer not to say	



Marital status:	Married		
	Single		
	In a civil partnership		
	Other (please specify)		
	Prefer not to say		
Age band:	Under 18		
	18 – 21		
	22 – 30		
	31 – 40		
	41 – 50		
	51 – 60		
	61 – 65		
	Over 65		
	Prefer not to say		
Sexual orientation:	Heterosexual		
	Homosexual		
	Bisexual		
	Transsexual		
	Prefer not to say		
Disabilities:	None		
	Physical disability (please specify)		
	Mental disability (please specify)		
	Prefer not to say		
Race/colour nationality/	White	English	

ethnic origin:		Scottish	
		Welsh	
		Irish	
		Other white background (please specify)	
	Mixed	White and Black Caribbean	
		White and Black African	
		White and Black British	
		White and Asian	
		Other mixed background (please specify)	
	Asian	Indian	
		Pakistani	
		Bangladeshi	
		British	
		Other Asian background (please specify)	
	Black	Caribbean	
		African	
		British	
		Other black background (please specify)	
	Chinese		
	Other ethnic group (please specify)		
	Prefer not to say		

Religion:	Christian	
	Catholic	
	Jewish	
	Sikh	
	Muslim	
	Hindu	
	Buddhist	
	Rastafarian	
	None	
	Other religion (please specify)	
	Prefer not to say	

***For Human Resources use only:***

- Rejected before interview
- Rejected after interview
- Offered job
- Other: .....