



## JOB DESCRIPTION

**Position:** Town Hall Caretaker

**Reports to:** Estate Coordinator

**Salary:** Meets National Living Wage

**Location:** New Cumnock Town Hall

### **The King's Foundation**

The King's Foundation is a charity founded by King Charles III and was first formed in 1990. Inspired by the vision and values of His Majesty, the Foundation focuses on creating better communities where people, places and the planet can coexist in harmony.

The charity offers education courses for over 15,000 students annually, health and wellbeing programmes for nearly 2,000 people every year, and spearheads placemaking and regeneration projects in the UK and overseas to revitalise communities and historic buildings.

The King's Foundation is headquartered at its flagship regeneration project, Dumfries House in Ayrshire, Scotland, and acts as custodian of other historic Royal sites including the Castle of Mey in Caithness, Scotland, and Highgrove Gardens in Gloucestershire, which are open to visitors. The Foundation also carries out its work at educational and cultural hubs in London, based at The King's Foundation School for Traditional Arts in Shoreditch, Trinity Buoy Wharf on the River Thames and the Garrison Chapel in Chelsea.

The work of The King's Foundation is underpinned by our Founder His Majesty The King's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future. We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work. We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments. We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

### **The Role:**

New Cumnock Townhall is a busy community space in the heart of New Cumnock. Operating since 2016, the building is well used and hosts a variety of activities and groups from the local area as well as various events and classes.

A vacancy opportunity has become available to join the team as a part time caretaker. The successful candidate will work alongside a team of caretakers on a variable hour working pattern.



The building is opened from 0900 to 2200 on a 2-shift work pattern, dayshift 0900 – 1530 and backshift 1530 – 2200.

We are seeking a proactive and reliable person to join a dedicated team. As caretaker you will be working to provide a safe and welcoming environment for staff, customers and visitors.

## **Key Tasks**

Specific Duties will include:

- To Maintain the facility to a high standard of cleanliness and hygiene.
- To set up areas/ rooms for activity bookings.
- To take bookings and manage the booking calendar.
- To ensure building security while on post.
- To ensure a high quality of service.
- To report to The Estate Coordinator.
- To interact with the public and welcome all users of the facility, promoting a positive image of New Cumnock Town Hall and The Kings Foundation.
- To open and lock up facility when on shift.
- To take bookings and manage booking calendar including cash handling.
- To interact with groups and respond to any enquiries.
- To carry out admin duties as required.
- To carry out daily, weekly and monthly tests as required in the operating procedures.
- To set up and dismantle rooms with equipment as required.
- To carry out housekeeping duties as required.

## **Person Specification**

**The essential skills, knowledge and experience required are:**

- Customer service focused and excellent communication skills.
- Be able to work a shift pattern including weekends dependent upon rota.
- Excellent communication and interpersonal skills and be a good team player.
- Must be computer literate with a working knowledge of Microsoft Office Suite.

## **Other:**

- The post will be based at New Cumnock Town Hall, KA18 4AN.
- Your working hours will be, dayshift 0900 – 1530 and backshift 1530 – 2200, 2 days per week.
- You must have the legal right to work in the UK.

**Applications:** Please submit a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address: - [hr.recruitment@kings-foundation.org](mailto:hr.recruitment@kings-foundation.org) and request an application form.

**Closing date for applications: Friday 20<sup>th</sup> of February 2026**