

## Application Pack for Caretaker at Cherry Green Trees

### Job Description

**Definition of Role:** The caretaker role is a live-in part-time position. The caretaker looks after Cherry Green Trees Girlguiding campsite day-to-day, reporting any issues to a nominated committee member. The employee's normal hours of work average at 12 hours per week, to be worked between Monday and Sunday as is necessary for the efficient running of the site. These hours are calculated on an average over the year to account for the seasonal nature of the job and include time to prepare for and welcome visitors to the site and to ensure they leave safely.

The caretaker must be competent in a range of DIY skills and grounds maintenance. They must have good communication skills, a flexible approach to working and be able to work unsupervised. A Guiding or Scouting background, or experience working with volunteers is preferred but not essential.

### **Main Responsibilities:**

**Site Security:** ensure that unauthorised persons and animals do not enter the site.

Keep the site gates locked when no visitors are on site.

Walk the site boundary at least weekly and check the fences for damage or breaches. Also check major trees for damage and signs of decay, dealing with minor items and reporting all issues. Basic training can be provided as appropriate.

**Seeing In and Out Site Users:** welcome users of the lodge, the campsite and the bunkhouse to the site in accordance with the checklist sheets provided by the committee.

Point out the amenities, explain the operation of the booked facilities and general site rules (eg security gate, waste disposal, fire drills etc). Share any relevant health and safety issues (eg high winds, fallen trees, damaged fences etc).

Ensure the carpark is used safely by visitors and use discretion with allowing vehicles on the field (weather, people etc).

Be familiar with the activities that visitors pay to use on site. Give instructions to visitors and be prepared to help them set up the slackline and tree nets. Ensure equipment is clean and dry when it is returned to prevent it from deteriorating.

Walk through the buildings and shelters with visitors that they have used and ensure the premises are clean and tidy before their departure, using the checklist sheets provided by the committee.

Review issues raised by visitors on their feedback forms and rectify if appropriate. Urgent issues should be reported to the nominated committee member.

**General Operational Duties:** Keep the car park clean and tidy and clear of weeds.

Ensure the dustbin area is kept tidy, and rubbish is cleared regularly.

Make safe any immediate emergencies and contact the nominated committee member.

Report any emergencies, maintenance or repairs that arise and agree with the nominated committee member the appropriate action to be taken. Be available for tradespeople and contractors that need to attend.

Keep the paving surrounding the lodge, shop, Kit End and bunkhouse clean and tidy, swept and clear of weeds.

Arrange access to the site for visitors and tradespeople.

Service the trolleys so they are fit for purpose for visitors.

**Scheduled Checks:** be available for contractors to carry out annual safety checks in accordance with the timetable. For example, emergency lighting, smoke alarms, and fire extinguishers. Record dates on the appropriate checklist records.

**Closed Season:** In the winter turn off the water and drain down the supply to the standpipes on the field. Consider the same for other buildings if required.

Turn on the frost prevention in the lodge and bunkhouse and the heater in Kit End in freezing weather conditions.

**Reports to:** A nominated committee member. Share a list of tasks carried out every week showing approximate time taken with the maintenance team via an agreed method (eg WhatsApp, online shared form).

Quarterly review meetings with a minimum of two committee members.

### **Terms of Appointment**

The contract is terminable with one month's notice on either side.

The Caretaker is required to live on site. The bungalow is suitable for a maximum of three people only.

The part-time post is for an average of 12 hours per week, calculated over the year due to the seasonal nature of the role.

The postholder will normally be expected to be available Friday to Sunday and on other occasions when the site is being used, including school holidays.

Salary is £8,400 per annum, reviewed annually.

Rent for the bungalow is £400 per calendar month and includes water. The postholder is responsible for electricity, television licence, council tax and telephone.

Parking is permitted within the grounds of the bungalow and is ample for two cars.

The bungalow is unfurnished. The kitchen has been recently refitted and has a freestanding electric cooker.

There will be a probationary period of 6 months.

Annual holiday will be 22 days per annum pro rata (plus normal statutory holidays which may need to be worked).

Any offer of appointment is subject to a Disclosure & Barring Service (DBS) check, medical clearance and satisfactory references. Other adults living in the bungalow with the caretaker will also be required to complete a DBS check and should attend for a site viewing or the interview.

The successful candidate will be expected to complete mandatory online Girlguiding Safeguarding training within the first month of employment.

The postholder will be permitted to use the woodland for coppice work in exchange for help to maintain the woodland and in agreement with the Woodland Manager and Committee.

### **How to apply**

Send a statement of application referencing relevant skills together with your CV to [cherrygreentrees@gmail.com](mailto:cherrygreentrees@gmail.com). Applications should state 'Caretaker Application' in the subject line and arrive by midnight on 22 February 2026.

Interviews will be conducted on site and will include a tour of the site.

Referees will not be approached before interviews.

Girlguiding Middlesex East is an Equal Opportunity Employer.

### **Timetable**

Closing date for applications	22 February 2026
Site visit by arrangement	<a href="mailto:cherrygreentrees@gmail.com">cherrygreentrees@gmail.com</a>
Interviews will be scheduled for	weeks commencing 23 February and 2 March 2026
Start date	April or May 2026 (subject to notice period and recruitment checks)

### **Links to further information**

Cherry Green Trees	<a href="https://www.cherrygreentrees.co.uk/">https://www.cherrygreentrees.co.uk/</a>
Girlguiding Middlesex East	<a href="http://www.ggme.co.uk/">http://www.ggme.co.uk/</a>