



Estate Caretaker

Up to £27,051

Interested in making a change?
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About Beacon

Beacon Cymru results from the merger in January 2025 of Coastal Housing and RHA Wales: two respected community landlords with reputations for excellence, innovation and being a positive force in the communities where they work.

At Beacon we're a team in the truest sense of the word.

We value relationships highly, so we invest in them daily. As a result, our workplace culture is open, trusting and respectful. It's also safe, which we think is pretty critical to encouraging new ideas and approaches.

We employ almost 380 people across south west Wales and we trust every single one of them to know, and do, their work in the way that gets the best results for residents, the local community and the planet.

We aim to be a 10,000 home organisation for the future; one which constantly raises the bar to deliver improved services and homes for residents.

We aim to deliver a greater number of new, high-quality homes each year; we're focused on growth and investment in existing homes and services, and we're a more resilient organisation with a wider geographical reach.

Beacons have illuminated human history as symbols of hope, guidance, and connection. They've been used by countless cultures to communicate across vast distances; their glow unites people, providing direction, carrying messages, and marking celebrations.

Whether lit on hills, mountains or coastal cliffs, their enduring presence reflects a shared understanding, a shared purpose and the human desire to connect with others. We believe our name speaks to our past legacies and signals our intent to deliver change you can see in communities across south Wales.



Job Title: Estate Caretaker

Place of work: You will be based at allocated housing schemes within the Swansea, Neath or Port Talbot areas

Hours of work: 40 hours per week

Salary: Up to £27,051

Job Summary

As an Estates Caretaker, you will be an Ambassador for Beacon, being the first point of contact on our Schemes. You will work closely with the Community Housing Team, Estates Supervisor, and Estates Team Leader in the overall management of the housing schemes. All of our Estates team work in a buddy system and have shared use of a company van, tools and equipment. You will foster and promote good working relationships with residents and colleagues, and you will respond to service demands promptly and appropriately, by adopting a flexible approach. On site, you will implement high standards of work to ensure the kerb appeal and the overall environment for Beacon's residents is first class.



Purpose of Role

- Visit and work at the housing schemes in the post-holder's area of responsibility in accordance with the weekly working timetable/core hours.
- To provide a gardening service for all grounds surrounding the housing scheme(s) for which the post-holder is responsible, including the regular maintenance of grass, shrubs, plants, hedges, fencing etc.
- At each visit to your site, inspect and clean as necessary including: all communal areas, both internal and external such as hallways, stairs, landings, steps, laundry, lift, courtyards, gardens, etc., to ensure they are free of litter, general rubbish, debris and obstacles.
- Arrange the effective disposal of rubbish and ensure that the bin areas are kept clean by regular sweeping, cleaning and power washing

Daily Responsibilities

- Carry out basic repairs and maintenance and report any repairs to the Maintenance team
- Receive reports of repairs from residents and other service users including commercial tenants with the expectation to carry out the initial inspection and pass on information to the Housing Services Team to log and action.
- To act as a liaison, point between residents and the Group's Contractors to ensure that access to properties is available
- To follow up on reported and completed repairs to ensure that jobs have been carried out satisfactorily
- To carry out regular checks on communal equipment and apparatus in the housing schemes to ensure they are always fully operational e.g. fire detector systems, 24-hour alarm links and lifts
- To ensure that all communal lighting is working properly and to carry a stock of light bulbs in order that replacements can be fitted as soon as they are found to be necessary
- To work with the Community Housing Team, Estates Supervisor and Estates Team Leader as required in enhancing the overall look and appeal of a housing scheme by taking appropriate action via additional works such as landscaping etc.
- To supervise and monitor the work of any service contractors who attend the housing scheme(s) for which the post-holder is responsible, such as lift and laundry engineers, general cleaning and window cleaners
- To undertake management inspections when necessary

- To alert the Community Housing Team of any problems with a resident's occupation of a dwelling and assisting where possible in the resolution of any management issues that may arise
- To advise a member of the Community Housing Team of any residents who may require additional support or adaptations in order to be able to manage in their homes
- To work with the Area Housing Managers on any resident consultation and involvement and take an active part in any community inclusion initiatives as required
- To deputise for other Caretakers within the Community Housing Team as required by carrying out similar duties on the Group's other housing schemes
- The post-holder will be given a variety of equipment and have shared use of a company van in order to be able to carry out the job to the high standards expected. The post-holder will be wholly responsible for ensuring that all equipment and the vehicle are properly cared for, used, maintained and regularly serviced.

General Responsibilities

- To undertake training as required, whether identified by self or others in the Group
- To comply with Health and Safety regulations and the Group's working procedures
- To treat colleagues and residents in a fair and non-discriminatory way
- Requirement to be clean shaven to wear appropriate PPE to undertake certain jobs
- To carry out any other duties reasonably requested by the Group
- Employees are entitled to mileage claim expenses for the use of a company van

NB. This is not exhaustive and may change to meet the needs of Beacon Cymru Group.

Specification

Essential skills	Demonstrate a practical background in repairs and maintenance and be able to apply this to property inspections
	Have the necessary skills and ability to undertake a variety of basic repairs and general maintenance duties
	Basic IT skills with the ability to create, update and retain records
	Demonstrate good organisational and time management skills
	Excellent communication skills including the ability to actively listen
	Professional attitude to work and manner
	Good people skills with the ability to adapt to a diverse range of situations/people
	Ability to cope in a pressurized working environment and work to deadlines
	A positive outlook and enjoy helping others
	A willingness to learn
	Able to weigh up situations and make decisions
	Commitment to the values, aims and objectives of Beacon
	Willingness to be clean shaven when required to wear PPE
	Takes pride in producing high standards of work
	Pro-active approach to problem solving
	The ability to work as a team member and independently using initiative
	Confidently be able to manage relationships where there is potential for disagreements and/or volatile situations
	A receptive and adaptable approach to change and open to new ways of doing things
	Valid full UK driving license
	Willingness to undertake DBS check

Desirable skills	Experience of using Respiratory Protective Equipment
	Experience using pressure washers and spraying equipment

Next steps

If this seems the job for you can apply online 24/7 right up until 9am on 20th October 2025.

You can save your progress through our online application system so you don't need to do the entire thing in one go.

Here's a whistlestop tour of our typical recruitment process so you know what to expect:

- Complete and submit the application form online before the closing date and time shown
- We'll review all applications and let you know whether or not you've been shortlisted

If you are, we'll invite you to come and meet us for an interview

- Alongside interview, we might also ask you to complete some tasks or tests, depending on the role you've applied for
- If you're successful, we'll make you an offer (hopefully one that you can't refuse!)
- Once you've accepted our offer, we'll follow up your references and check your eligibility to work in the UK – if the role requires it, we'll also carry out a DBS check
- Once that's all done, we'll send you a contract and confirm your start date
- Welcome to **#TeamBeacon!** There's a 6 month probationary period from your start date and your manager and HR will support you throughout.

Our benefits

Beacon offers a wide range of benefits including:



30 days annual leave, plus an additional 2 days leave at Christmas!



Enhanced family friendly leave, including paid dependency leave.



Defined contribution pension with included life assurance of 3 times your salary.



Enhanced company sick pay.



Extensive wellbeing offer.

Want to see the full range of benefits?
Visit beacon.cymru/jobs

