



Job Profile

Job title	Caretaker / Warden - Lower Grange Farm		
Department	Kent Scouts & Lower Grange Farm		
Working hours	40 Hours per week	Start date	December 2025 or as soon after
Reports to	Facilities Manager County Chair	Responsible for	The smooth, safe, and secure operation of the activity centre
Location	Lower Grange Farm, Sandling Maidstone Kent	Salary	Up to £20,000 per annum + On-site Accommodation Provided (1 bed Flat) and all utilities

Context

Kent Scouts is one of the largest Scout counties in the UK, giving adventure to over 16,000 young people and 6,000 adult volunteers across Kent.

Lower Grange Farm is a thriving activity centre operated by Kent Scouts that welcomes thousands of young people each year. The site spans 32 acres and features an agricultural complex comprising a traditional Kentish Barn, a state-of-the-art climbing barn, and boating lake. The site is a licensed wedding venue, hosts meetings and conferences, and has both bunk-room and camping facilities.

Job Purpose

To ensure the smooth, safe, and secure operation of the activity centre, providing a welcoming presence for guests and staff. The Warden / Caretaker will assist with site maintenance, activity delivery, guest needs, and respond to emergencies, contributing to a positive and safe experience.

Main Duties and Responsibilities

Key Responsibilities:

Site Maintenance & Upkeep

- Assist with upkeep of facilities, grounds, and equipment.
- Assist with basic repairs and maintenance.
- Ensure cleanliness and readiness of communal areas, toilets, showers, and bunkrooms/tents.

Safety & Security

- Monitor site access and ensure guests follow safety protocols.
- Respond to incidents, emergencies, and first aid situations.

- Conduct fire safety checks and maintain emergency equipment.
- Ensure compliance with health & safety and environmental standards.

Guest & Staff Support

- Provide a friendly and helpful presence for guests and visiting groups.
- Assist with check-ins, orientation, and basic queries.
- Support staff with logistics, activity delivery, and equipment setup.
- Help manage quiet hours and ensure respectful site behaviour.

Administrative Duties

- Maintain logs of H&S compliance, incidents, and guest feedback.
- Report issues to management and assist with compliance documentation.
- Support booking and scheduling systems as needed.

Person Specification:

Essential:

- Experience in facilities, maintenance, or site management.
- Practical skills in basic repairs and manual work.
- Strong communication and interpersonal skills.
- Ability to work as part of a team and / or independently, remaining calm under pressure.
- Ability to use basic IT facilities.
- Willingness to re-locate / live on-site and be available for emergencies.

Desirable:

- First Aid certification and/or H&S / safety training.
- Experience working in campsites, activity centres, or hospitality.
- Knowledge of activity equipment and safety procedures.
- Scouting experience.

Working Hours:

- 40 hours per week, with on-call duties
- Flexibility required for evenings, weekends, and peak seasons, as and when business requires

Accommodation:

- On-site accommodation provided - personal flat with double bedroom.
Utilities – Kitchen and shower room.

Reporting Lines

Day to day reporting will be direct with the Facilities Manager, events and activities will report direct to the Activities manager.

You may be expected to undertake other duties as required to meet the demands of role.

This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities and may be subject to periodic revision.

Kent County Scout Council is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post,

including checks with past employers and the Disclosure and Barring Service. This role involves working with children and is exempt from the Rehabilitation of Offenders Act 1974. You are also expected to undertake mandatory Scouts learning in safety, safeguarding, inclusion and data protection.

Kent County Scout Council is an equal opportunity employer. Every applicant and employee has the same opportunities regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender, gender identity or expression, or veteran status.

Apply

An application for the role can be made by submitting a CV via email to support@kentscouts.org.uk

The deadline for all applications is 23:59pm on 11th November 2025.

Interviews will be held via Teams or in person at LGF