**JOB DESCRIPTION**



**Job title: PART-TIME CARETAKER**

**Reporting to:** Venue Manager

**Hours:** Approx 15/20 hrs per wk, flexible over a 7 day week including early morning/evenings and weekends as required to cover the business needs of the service delivery

**Grade/Salary:** National Living Wage £9 per hr (£17,364 pa FTE for 37 hours)

**Location:** Corn Exchange/Burwell Hall/Town Hall

**Job Summary:**

To assist in the security and maintenance of the Council’s buildings and ensuring rooms are set up/laid out meeting the needs of the hirers

**Duties:**

Maintenance & Service Delivery

Undertake general porterage duties including moving furniture and equipment within buildings, preparing rooms for use by hirers and clearing away after use, adhoc as directed

Ensure that the rooms are presented in a clean and tidy state ready for hire

Checking hirers equipment to ensure compliance with Council policy e.g current PAT certificate held

Ensure that all areas of buildings are maintained in good order by carrying out regular inspections - particularly after use, reporting damage to the Town Hall for determination if hirers lose their damage deposit, if applicable

To monitor and restrict car park use

To undertake regular/routine checks, and carryout minor repairs/maintenance to the halls, furniture and fixings – e.g. redecorating, changing light bulbs

To respond appropriately and with initiative to reports of problems/concerns from hirers associated with the building and when appropriate taking action and performing such tasks as are reasonable

Operate systems such as heating, cooling, lighting and security including CCTV and alarms

Collect and assemble waste for removal

Assist with the maintenance of specialised equipment following training such as theatrical equipment – lighting, sound equipment and erection of stage in different configurations

Maintenance of noticeboards in the halls and town centre on a weekly basis – ensuring the content is up to date

Operate an effective and welcoming ‘front of house’ service directing visitors, responding to enquiries where appropriate and ensuring hirers have a clear understanding or their responsibilities at their event with regard to hire, health & safety etc.

To unlock and lock up the Tower Hill Cemetery and other Town Council facilities as and when necessary.

Health & Safety

Perform duties in line with Health & Safety regulations and take action where hazards are identified, report serious hazards to Supervisor, especially when carrying out maintenance work and members of the public are present, ensuring that written policies for all health and safety relating matters are adhered to

Assist the Works Team with compliance checks such as all fire equipment, signs and alarms

Provide emergency first aid if necessary compatible with experience and qualifications and in accordance with current regulations

Carry out checks on first aid boxes and arrange replenishment of stock

To have an understanding of the Regulatory Report Fire Safety Order 2006 and how it affects the Council’s premises and its users

Act as Fire Marshall for events as required and instructed and assist with all emergency evacuation procedures as appropriate

Security

Ensure that buildings are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times

Adhere to the current policies and procedures for all security related matters

Contribute to the management of effective and efficient policies and procedures for safe working practices for staff and volunteers

Operate the buildings security/alarm/CCTV systems according to agreed procedures. This will include response to calls for assistance and on occasions out of hours response calls – on a rota basis

Deal appropriately and efficiently with anyone posing a threat to personal safety or security, or causing a public nuisance within the buildings.

Assist in the management and implementation of the car parking policy, including the control of car parking as and when required

To act as one of the key holders to the Council premises and attend emergency callouts as and when necessary

**Health and Safety**

Be conversant and comply with Health and Safety regulations applicable to the organisation. Take reasonable care of yourself and others affected by your work activities, use equipment correctly and apply safe working practices effectively to remove or minimise risks of accidents or injury and to meet statutory obligations.

**Fairness and Dignity at Work**

Actively support the Council’s Dignity at Work policy to assist in eliminating discrimination and in maintaining a fair, positive and productive working environment, to meet statutory obligations and good employment practice.

**PERSON SPECIFICATION**

**Skills:**

**Essential**

* Good general education
* Good communication skills
* Excellent customer service focus and ability to deal effectively with members of the public
* Be flexible, self-motivated, and have excellent interpersonal skills
* Able to do manual work including lifting – experience of manual handling and a current manual handing certificate
* Experience of working at heights
* Current First Aid certificate
* Holder of a current, clean UK driving licence, and with access to own transport
* Willingness to share ‘on call’ responsibilities within a building management context
* Able to work within in team

**Desirable**

* Good local knowledge
* Awareness/Understanding and knowledge of Health & Safety regulations & undertaking risk assessments
* Handyperson experience

**TERMS & CONDITIONS OF EMPLOYMENT**

**Post Title:** Part-time Caretaker

**Salary Grade:** National Living Wage £9 per hr [£17,364 per annum FTE for 37 hrs]

**Place of Employment:** Corn Exchange/Burwell Hall/Town Hall, Witney

**Hours of Work:** Approx 15/20 hours per week, flexible over a 7 day week including early morning/evenings and weekends as required to cover the business needs of the service delivery

**Employment Status:** Permanent

**Pay Period:** Monthly

**Pay Arrangements:** Salary will be paid by BACS into a bank or building society account, on or before 25th of the month.

**Allowances:** Casual user car rates at NJC approved rates – however a Council vehicle will be provided.

**Annual Leave:** 23 working days pro-rata, rising to 28 working days after 5 years continuous Local Government Service (plus 1 extra statutory day at Christmas) plus Bank Holidays.

**Disclosure Scheme:** Appointment subject to satisfactory criminal record check

**Probation Period:** Three months

**Notice Period**

**(by employee):** 1 month

**(by employer):** 1 week for each year of continuous service, subject to a maximum of 12 weeks.

**Conditions of Service:** Unless specified to the contrary, the National Joint Council for Local Government Services, National Agreement on pay and conditions of service.

**Pension Scheme:** Employees with a contract of employment for three months or more maybe eligible to join the Local Government Pension Scheme which is administered on behalf of the Town Council by Oxfordshire County Council. In view of this arrangement the Town Council does not provide a facility for Stakeholder pensions.

Contributions range from 5.5% - 9.9% of whole time equivalent salary plus pensionable allowances, and are assessed annually in accordance with the Council’s Pensions Policy Statement.