



Okehampton Town Council

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Assistant Caretaker Vacancy

OKEHAMPTON TOWN COUNCIL

JOB DESCRIPTION AND PERSON SPECIFICATION

Position: Assistant Caretaker (Fixed Term contract to cover sickness absence, to commence late August/September 2024.)

Job Overview: To ensure the security and cleanliness of the Town Hall and Charter Hall, and Health and Safety aspects of all premises. The post holder needs to be flexible and available outside of normal working hours for stewarding when the premises are in use; this entails some evening and weekend working. Cover for the Senior Caretaker is also required during any periods of absence. Included within the role may also be an element of work within Simmons Park and other assets for which the Council is responsible.

Basic DBS and employment checks will be undertaken in accordance with council policy.

Responsible To: Senior Caretaker as Supervisor and Town Clerk as line manager

Hours: 14 hours per week to be agreed, flexibility essential and includes some evening and weekend working

Pay Scale: NJC pay scale: SCP2 pro rata (FTE - £22,366).

Key Areas of Responsibility:

Security:

- To ensure the security of buildings, including the setting of alarms after vacation by staff and members of the public.
- To be a key holder for the premises and first key holder called out in case of emergency.
- To remain on site during working hours, when required, unless on Council business, or the emergency evacuation of the premises.
- To ensure all reasonable steps have been taken to prevent access to unauthorised or undesirable persons.
- To act as fire warden and first aider

Cleaning:

- To ensure the cleanliness of the interior and exterior of the Town Hall and Charter Hall.
- General regular cleaning and maintenance tasks include:
 - Cleaning of external doorways
 - Cleaning of all windows internally and ground floor windows externally
 - Cleaning and polishing of the Chamber floor
 - Cleaning of the Charter Hall floor following events, in particular any bookings whereby animals have been admitted to the hall
 - Daily check and clean of the toilet facilities in the Town Hall and Charter Hall and replenishment of items as necessary
 - Cleaning of kitchen equipment
 - General cleaning of the facilities as directed by the Senior Caretaker, including:
 - Toilet facilities
 - Sweeping, mopping and polishing of floors and stairways
 - Polishing
 - Cleaning of carpets and vacuuming
 - Cleaning of kitchens

Customer Service:

- To be available to provide general assistance to hirers when they are loading and unloading to/from the premises.
- Helping members of the public who contact the Council.
- Dealing with general enquiries from visitors regarding bookings and use of the premises.

Facilities Management:

- To facilitate events booked in the premises which include evening and weekend working.
- Setting up and clearing away of function rooms, to include lifting and moving of tables, chairs and other items, and removal of waste.
- Checking of equipment hired before and at the end of each hiring session.
- Routine checks of all areas of the premises before, during and after use.
- To clear blockages, remove foreign matter from sinks, toilets, drains, kitchen traps etc and clean up spillages as required
- To empty internal rubbish bins regularly
- To ensure that a clear passage is maintained on fire escape routes
- To report any defects to the Senior Caretaker at the earliest opportunity, particularly those that affect the Health and Safety of other members of staff or the general public regardless of how minor.
- To undertake minor maintenance work including repairs and decorating, internally and externally to all facilities managed by the Council as directed by the Senior Caretaker or Town Clerk.

Emergency Assistance:

- In the absence of the Town Clerk and Senior Caretaker, to lead the Council's response to an emergency situation within the premises.
- To report emergencies in the case of faults with gas, electric and water supply to the Town Clerk, or where not immediately available, to the Senior Caretaker
- To call the emergency services, if required, to respond to an urgent situation
- To ensure all accidents are logged in the accident book and to notify all accidents, incidents or defects to the Senior Caretaker, or to the Town Clerk in the absence of the Senior Caretaker.

General:

- To carry out any other duty instructed by the Senior Caretaker or Town Clerk in support of the function of the premises
- To attend training courses as required by the Council to assist in the fulfilment of the role
- To liaise with the Senior Caretaker, or in his absence the Town Clerk, regarding working hours and to ensure that cover is available for all events during the day, evenings and at weekends.
- To undertake work in Simmons Park and other assets that the Council is responsible for as required and under the supervision of the Park-Keeper, Senior Caretaker or Town Clerk.

Person Specification

ATTRIBUTE	ESSENTIAL	DESIRABLE
FACILITIES MANAGEMENT	<ul style="list-style-type: none"> • Knowledge of Health and Safety legislation • Ability to carry out general and routine maintenance tasks • Ability to follow regular processes and keep accurate records (eg fire alarm checks) • To dress appropriately and tidily, with due regard to the tasks to be undertaken or events facilitated • Be willing to undertake training as required • Willing to be a key holder and on the emergency call-out list 	<ul style="list-style-type: none"> • Experience of caretaking and cleaning work • Fire Warden/Marshal, First Aid and Asbestos Awareness training
COMMUNICATION SKILLS	<ul style="list-style-type: none"> • Tact and diplomacy • Good customer care skills • Ability to communicate clearly 	<ul style="list-style-type: none"> • Attention to detail
OTHER	<ul style="list-style-type: none"> • Well organised • Able to work both alone and as part of a team • Hard-working, practical, versatile and flexible • Honest and reliable • Able to work out of office hours including evenings, weekends and bank holidays as required, and to cover absences of the Senior Caretaker • Able to work on own initiative • Must be self-motivated and pro-active with a 'can-do' attitude • Be willing to act as first aider and fire marshall • Willing to fulfil any other duties commensurate with the role including in the Park and other assets the Council may be responsible for under the supervision of the Park-keeper 	<ul style="list-style-type: none"> • Computer literacy



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Application for Employment

This document contains personal details and is strictly confidential.	
Application for the post of	Assistant Caretaker (Fixed Term Contract)
Closing Date	12noon Friday 7 th June 2024
How did you hear about this job? (Name of publication if advertised)	

Part A: Personal Details (Block capitals please)

Family Name / Surname	
Previous Name(s)	
Forename(s)	
Known Name: (if different from Forename)	
Preferred Title (e.g. Mr, Mrs, Miss, Ms, Dr)	
Current Address (Please include postcode)	
National Insurance Number	
Preferred Contact Telephone Number	
Alternative Telephone Number (if available)	
Email Address (if preferred method of communication & in regular use)	
Are you, to your knowledge related or well known to any Councillor or Officer of Okehampton Town Council? If so, please state the name of the person and the capacity in which you are known to them.	
If you are successful in this application for employment, would this be your only job? If not, (due to the Working Times Regulations) please give details of any secondary employment.	

Part B: Present (or most recent) Employer

Name and Address of Employer			
Job Title			
Start Date		Notice required or date left	
Salary		If part-time, please give hours per week	
Please give details of your main tasks and responsibilities – and, if applicable, your reason for leaving:			

Part C: Employment History (most recent first)

Please give as much relevant information as possible. For posts working with children and vulnerable adults you must give your full employment history from when you left school/higher education and explain any gaps in your employment and include dates. Please include any time spent employed as a volunteer. (You may continue on a separate sheet if you need to.)

Name & Address of Employer	Dates From/To (MM/YY)	Job Role	Final Salary and Reason for Leaving

Part D: Academic, Professional and Vocational Qualifications

Exams Passed (Level) Qualifications & Memberships (Most Recent First)	Grade and Date Achieved*	Name of Educational Establishment and/or Professional or Awarding Body

Part E: Training/Continuing Professional Development

Please give details of relevant training/development activities.		
Training Course and Organiser or Development Activity	Time spent	Outcome - Grade Achieved (Where applicable)

Part F: Personal Statement

You may continue on a separate sheet if you need to.

Personal Attributes: Please describe ways in which you have demonstrated the personal attributes required for this post, as outlined in the person specification.

Empty response area for the personal statement.

Part G: Supplementary Information

Personal Transport:	
Do you have full use of a car or other transportation vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details of any current motoring convictions, disqualifications or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel:	
Positive About Disability: We welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly.	
Do you consider yourself to have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "yes" and you are offered an interview, would you welcome a pre-interview discussion to identify any particular needs that you may have?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Disclosure of Criminal Offences: The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as 'spent'	
Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years, that are not 'spent':	

PART H: Reference and Declarations

References: Please provide the names of two professional referees, both of whom can write with authority about your performance, abilities and competence. The first reference must be your manager or a senior manager representing your current or most recent employer. References will not be accepted from colleagues, relations or people who know you solely as a friend. If you do <u>not</u> wish your current employer to be contacted prior to interview, please tick the box <input type="checkbox"/>	
Name of first referee	
Job Title of Referee	
Name of organisation	
Address (Including Postcode)	
Email address if available	
Daytime telephone number	
Relationship to you (eg supervisor, tutor)	
Dates of your employment	From: / To: /

Name of second referee	
Job Title of Referee	
Name of organisation	
Address (Including Postcode)	
Email address if available	
Daytime telephone number	
Relationship to you	
Dates of your employment	From: / To: /

Declaration	
<ul style="list-style-type: none"> • I confirm that I am entitled to live and work in the United Kingdom. • I am willing for this data to be held and processed by Okehampton Town Council and to be verified with relevant third parties. This may include previous employers. • The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, if appropriate, may be referred to the police. 	
Signed	Date

Please return your completed application in an envelope marked ‘Confidential’ to:

Emma James
Town Clerk
Okehampton Town Council
Town Hall
Fore Street
Okehampton
EX20 1AA

or by email to townclerk@okehampton.gov.uk (sending will be considered proof of signature)

Please note applications received after the specified closing date and time will not be accepted.