

Biddulph Town Council



CARETAKER

JOB DESCRIPTION

Title	Caretaker (part-time) Fixed-term 12 month post, pending restructure
Working hours	Two week rota (21 hours per week) Week one- Wednesday, Thursday, Friday 2-10pm Week two- Monday, Tuesday 2-10pm, Saturday morning Opportunities for over-time are available to cover leave and for bookings outside of core hours.
Salary scale	SCP 5 (at 2020-21 rate, starting salary is £19,312 pro rata)
Responsible to	Chief Officer

PURPOSE OF THIS ROLE

To provide a high quality and effective facilities management service. Ensure that the security and general appearance of the site(s) are maintained according to the required standards and statutory requirements are adhered to.

KEY RESULT AREAS INCLUDE:

- Provide efficient and effective site supervision, developing systems to ensure the site complies with statutory requirements, regulations and legislation in liaison with the Chief Officer and other appropriate staff.
- Responsible for the cleaning services provided at the site, undertaking specific cleaning duties as required, liaising with appropriate staff as necessary.
- Effectively undertake basic inspections of the site and building to assess and inform the Chief Officer of any maintenance/ site requirements including the reporting of defects.
- Assist the Chief Officer with site safety, ensuring clear and safe access and security of the site and its contents.

- Assist the Chief Officer to ensure that the grounds are maintained to a high standard, including the upkeep of paths, drives and other hard surfaces as required.
- Under the direction of the Chief Officer assist with the management of the site maintenance budget ensuring adherence to the sites financial regulations and standing orders.
- Undertake moving and handling tasks including the setting up and clearing away of furniture.
- Carry out statutory testing as required and ensuring appropriate records are maintained.
- Maintenance of appropriate stock levels of consumables, and records relating to fire and intruder alarms, repairs/maintenance of heating systems, and logs of portable electrical equipment.
- Responsible for carrying out minor repairs, maintenance and decorations.
- Carry out regular checks of the heating systems and plant to ensure they are operating efficiently.
- Participating in the site's out of hours call out system and to be a nominated key holder where necessary.
- Undertaking lettings for the site.
- To undertake any other duties commensurate with the level of the post as may be required.

PERSON PROFILE

	Essential	Desirable	Evidence
Experience	<ul style="list-style-type: none"> • Experience of working within facilities management operations and of procedures/working practices involved. • Supervisory experience and ability. • Ability to maintain and update records and information. • 		A I
Skills and knowledge	<ul style="list-style-type: none"> • Knowledge and experience of 	<ul style="list-style-type: none"> • Knowledge of Biddulph 	A I

	<p>relevant regulations, standards and legislative requirements governing facilities management.</p> <ul style="list-style-type: none"> • Experience and knowledge of the use of equipment including, where necessary, vehicles, relevant machinery and plant. • Ability to maintain accurate manual and electronic records. • Detailed, in-depth knowledge and understanding of health and safety and environmental requirements relevant to facilities management. • Comprehensive understanding of safe working practices relating to facilities management, including manual handling and use of equipment and materials. 	<ul style="list-style-type: none"> • Ability to provide technical support for shows and events (lighting and sound equipment). 	
Personal Effectiveness	<ul style="list-style-type: none"> • Ability to work as part of a team contributing to effective service delivery. 		A I

	<ul style="list-style-type: none"> • Ability to plan and organise to ensure effective delivery of service to required standards. • Self-motivating with the ability to work effectively to deadlines. • Willingness to learn and develop to undertake duties allocated to help the successful delivery of the service. • Good communication skills together with appropriate level of numeric skills required for a Facilities Management Assistant. 		
Qualifications	Relevant vocational qualification/training and experience within appropriate area.		A D
Other	<ul style="list-style-type: none"> • Use of own care to travel between sites. • Reliable and trustworthy. • Flexible approach to work. 		A I

Assessed by: A = Application form I = Interview T = Test D = Documentary Evidence