



Radcliffe on Trent Parish Council

We're recruiting...



About the Role

We are seeking a reliable and trustworthy individual to help us manage and maintain Radcliffe on Trent Parish Council's buildings, The Grange and Grange Hall, and the surrounding grounds.

The successful candidate will be responsible for ensuring that our sites and facilities are kept clean, tidy and in a good state of repair.

You will prepare the various rooms for meetings and events which will involve moving furniture, and pack it away afterwards.

You will undertake a variety of duties such as decoration, and routine repair maintenance. At times you may be asked to assist local organisations, and the Parish Council's Grounds Maintenance Team.

You will be asked to undertake regular safety checks such as testing of fire alarms, emergency alarms and lights so a knowledge of safe working practices is essential.

We will provide you with all the necessary training and support to enable you to excel in the role.

Job Description

Hours of Work

This is a part time role averaging between 12 and 16 hours per week over Monday to Sunday, and we will agree the detailed core working hours with the successful candidate. You will be responsible for cleaning and maintaining Radcliffe on Trent Parish Council's managed facilities. You will also be responsible for opening and closing buildings for our hirers and Council business as required.

Salary

This role is graded at Spinal Column Point 5 on the National Joint Council Scale, equivalent to £12.21 per hour.

Pension

You will have opportunity to join the Radcliffe on Trent Parish Council pension scheme.

Holidays

You will receive 21 days annual leave, plus bank and public holidays pro-rata.

Title: Caretaker/Grounds Maintenance Operator
Reports to: Grange Hall Manager
Location: Radcliffe on Trent Parish Council managed facilities

Duties:

1. Maintain the Radcliffe on Trent Parish Council Buildings at The Grange and Grange Hall including effecting repairs and improvements to create an excellent environment for visitors and staff.
2. Monitor, operate and maintain appropriate site security and fire systems, including opening and closing the buildings when necessary, checking fire escapes, building facilities and relevant routine testing as required.
3. Monitor the engineering systems to assist in the most economical use of gas, electricity, and water.
4. Maintain and monitor Health and Safety standards, reporting any failures to comply with the Council's statutory obligations and help to assist in ensuring that all contracted work meets with current Health and Safety regulations.
5. Monitor stocks of consumables relevant to the role. Receive delivery of supplies, furniture and parcels and ensure their correct distribution.
6. General caretaking (including the moving of furniture, setting up and clearing meeting rooms). Cleaning duties (including specialist cleaning when required) within buildings managed by Radcliffe on Trent Parish Council
7. To undertake any training and professional development relevant to the role
8. To attend and assist at Parish Council events
9. To support in the cleansing, maintenance, and upkeep of The Grange & Grange Hall grounds.
10. To undertake any other duties commensurate with the level of the post as may be required.

Person Specification

The specification below is how we work out if you are the right person for the job and it is also used to determine if you will be invited to interview. Criteria in the essential column are prerequisites for the job. Criteria in the desirable column help make candidates stand out but we will offer the training section if you do not have it. You will be expected to learn new skills and improve on existing ones as part of your job role.

These criteria are assessed through the application form and at the time of interview.

Criterion	Essential Requirements	Desirable requirements
Education and Training	<ul style="list-style-type: none"> • Willing to undertake training as required 	<ul style="list-style-type: none"> • First Aid qualification
Skills/abilities	<ul style="list-style-type: none"> • Good verbal communication skills • Basic DIY skills • Ability to set up and pack down rooms, including moving of furniture • Able to work unsupervised 	
Knowledge	<ul style="list-style-type: none"> • Awareness of safe working practices 	<ul style="list-style-type: none"> • Knowledge of Radcliffe on Trent • COSHH Awareness • Health and Safety Awareness
Experience	<ul style="list-style-type: none"> • Performing Cleaning tasks using a variety of materials and methods • Undertaking routine building maintenance/repairs 	<ul style="list-style-type: none"> • Use of smart phone or tablet apps
Personal/Other	<ul style="list-style-type: none"> • Own transport between sites • Reliable and trustworthy • Self-motivated • Able to act on own initiative • Flexible and adaptable approach to work • Able and willing to regularly work evenings and weekends 	<ul style="list-style-type: none"> • Resident of Radcliffe on Trent or living within a three-mile radius

Ready to apply?

Excellent, we are glad you want to apply, and we want to make it as simple as possible. All you need to do is complete the application on our website - no printer needed – or download the application form, fill it in and e-mail it to:

claire@rotpc.com

Alternatively, you can submit a paper copy by posting it to:

The Hall Manager
Radcliffe On Trent Parish Council
The Grange
Vicarage Lane
Radcliffe on Trent
NG12 2FB

You can request a paper copy by calling 0115 933 5808.

Please do note that the Council will only consider CVs if accompanied by a completed application form.