



MAINTENANCE PERSON / CARETAKER

RECRUITMENT – SEPTEMBER 2021

salary range SCP 5 to 12, £19,312 to £21,748 (pro rata)

£10,442 to £11,752 (actual)

Warfield Parish Council are recruiting a part-time Maintenance Person / Caretaker. Details of the role and responsibilities along with the person specification are included in this document.

The closing date for applications is 12 noon on Friday 3 October 2021, with interviews taking place shortly after.

Please complete the separate application form and return it to the Parish Clerk by the closing date. We will only accept completed applications, no CVs.

JOB DESCRIPTION

Specific role profile

Job title:	Maintenance Person / Caretaker
Salary grade:	SCP 5-11 (JNC Local Government)
Hours:	20 hours per week
Working pattern:	To be agreed with the postholder although the role will involve weekend or evening work as needed.
Primary location:	Brownlow Hall, Newell Green, Warfield RG42 6AB
Responsible to:	Parish Clerk
Responsible for:	N/A

Job purpose

To ensure the safe operation and upkeep of Council's sites and facilities. The post involves caretaking duties at the Brownlow Hall and Whitegrove Community Centre.

To be an effective team member, supporting the delivery of council services.

Role responsibilities

Specific responsibilities

- To maintain, effect repairs and improvements to community buildings; outdoor facilities and play areas; and council's green spaces including the Frost Folly car park, the allotments, and other open spaces. This will include repairs to buildings and fixtures, painting and decoration as needed.
- To act as a key holder for Council's facilities.
- To monitor, operate and maintain appropriate site security and fire systems including opening and closing buildings when necessary, checking fire escapes, buildings, facilities, and relevant routine testing as required.
- To carry out routine inspections of council's facilities for safety and maintenance reporting. This will include regular inspections of Council's play area and car park.
- To carry out basic horticultural tasks on council land to include strimming, hoeing, weeding, and ensuring areas are free of litter and leaves.
- To undertake outdoor tasks including litter picking, emptying bins, clearing leaves from recreation areas, footpaths and other open spaces as required.

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- To provide verbal and/or written reports about inspections, identifying issues of concern and researching materials and equipment needed to carry out the repair.
- To maintain any stock or resources relevant to the role to ensure safe use, receive delivery of supplies, furniture and parcels and ensure their correct distribution.
- To carry out manual handling including the moving of furniture, setting up and clearing meeting rooms and equipment.
- When required, assist with the setting up and clearing away of furniture and equipment used in connection with Parish Council events and functions.
- To meet with contractors and report on work subsequently carried out to ensure it is fit for purpose and meets the agreed specification.
- To ensure that appropriate health and safety measures are in place and adhered to as required, reporting issues to the line manager as appropriate.
- To support the cleaning and restocking of facilities as needed.
- To keep car parks and pathways free of snow and ice through preventative gritting.

Other job requirements

- To participate in continuing professional development to increase the knowledge and experience required for the efficient maintenance of Council facilities and equipment. This includes attending relevant training courses.
- To undertake any other duties commensurate with the post.
- To work flexibly to meet the requirements of the council and its services which may involve weekend or evening work as needed.
- To receive instructions from the Clerk as appropriate.
- To promote and support the initiatives of the council.

PERSON SPECIFICATION

Maintenance Person / Caretaker		
	Essential	Preferred
1. Educational qualifications		<ul style="list-style-type: none"> ▪ Good standard of education for example GCSE level grades A-C or equivalent.
2. Work Experience	<ul style="list-style-type: none"> ▪ Previous experience of routine building, facility and horticultural maintenance including use of power tools and other powered equipment. 	Experience of: <ul style="list-style-type: none"> ▪ caretaking work ▪ general maintenance ▪ maintenance of play park equipment ▪ carrying out risk assessments

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3. Skills/ knowledge and aptitude	<ul style="list-style-type: none"> ▪ Ability to lift items safely, set up and pack down rooms, including moving furniture ▪ Ability to write basic reports about safety and repairs needed for equipment. ▪ Ability to set up and pack down rooms, including moving furniture. ▪ Good communication and interpersonal skills and able to communicate with contractors. ▪ Works safely and methodically. ▪ Self-motivated and able to work on own initiative. ▪ Able to effectively carry out general DIY skills. ▪ Ability to represent the Parish Council positively. 	<ul style="list-style-type: none"> ▪ Knowledge of Warfield parish and surrounding area. ▪ Health and safety awareness including COSHH and fire safety. ▪ Ability to use devices such as a computer or phone to research equipment or resources and write reports.
4. Motivation	<ul style="list-style-type: none"> ▪ Able to maintain good relationships with Councillors, public and contractors. ▪ Self-reliant and self-motivated. 	<ul style="list-style-type: none"> ▪ Willingness to undertake training.
5. Other	<ul style="list-style-type: none"> ▪ Able to demonstrate flexibility and work weekends or evenings if required. ▪ Own transport and clean driving licence. ▪ Positive attitude to personal and professional development, willing to undertake training as required. 	<ul style="list-style-type: none"> ▪ Able to travel to, within and beyond Warfield if required.

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TERMS AND CONDITIONS

Hours per week	20.0 hours
Hourly rate	£10.04 - £11.30 depending upon experience
Allowances	A vehicle allowance of £30 a month will be paid for using your own vehicle. Mileage from your contracted base will be paid at 45p per mile.
Annual leave entitlement	22 days (pro-rata) + bank holidays increasing following five-years of service. The annual leave year runs from January to December.
Pension	A contributory pension is available.
Probationary period	A three-month probationary period will apply to the successful candidate.