

Kidsgrove Town Council
Victoria Hall
Liverpool Road
Kidsgrove
Staffordshire
ST7 4EL

Tel: 01782 782254

www.kidsgrovetowncouncil.gov.uk



POST TITLE: Facilities Officer

LOCATION:

Kidsgrove Victoria Hall, Liverpool Road, Kidsgrove, ST7 4EL

HOURS:

At least 30 hours a month to be worked flexibly dependant on the needs of the Town Council and also with scope to suit the applicant with agreement by the Town Clerk. There will be some weekend working. The job has the scope to develop into a bigger role for a successful applicant.

Holiday allowance will be 25 days plus bank holidays pro rata.

SALARY RANGE:

Salary will be negotiable and will be pro-rata depending upon skills, qualifications and experience.

The job will be subject to a six-month probationary period and there will be subsequent annual performance reviews.

JOB PURPOSE:

The successful applicant will respond to the Town Clerk with duties to ensure that the Victoria Hall is kept safe, clean, prepared, secure and well-managed to provide a high-quality venue for the Town Council's events and bookings.

The role will involve a range of maintenance, health and safety, security and general caretaking duties.

This post fits within the overall Town Council team. Whilst a degree of independence, flexibility and self-motivation are all key attributes the post holder will be integral to the Council's overall effort to improve services for local people.

MAIN DUTIES AND RESPONSIBILITIES:

1. To liaise with the Clerk, staff members and the bar contract holder to assist in ensuring that bookings are well managed. This will include opening and locking up the hall at required times and setting the hall and/or rooms up to suit the requirements of the hirer.
2. To understand and react to the wider needs of potential customers so that the Council can make continuous improvements to the service that it offers.
3. To help the Town Council build good relationships with customers and hall users by being courteous and helpful.
4. To help out at events organised by the Town Council as required.
5. To suggest and provide maintenance at the Town Hall to include minor repairs and 'touch-up' decorating.
6. To be proactive in identifying more significant maintenance and repairs required and to assist the Town Clerk by contacting and communicating with suppliers to receive quotes and to oversee any subsequent work.
7. To understand and assist the Town Clerk to ensure compliance with Health and Safety requirements pertaining to Community Halls including to ensure that appropriate safety checks are completed. The post holder will be required to record these checks according to Council policy. (Training will be provided if required.)
8. To work with the contract cleaning firm to ensure the Town Hall is kept in a clean and well-presented state. This will require some cleaning being undertaken by the postholder to supplement that of the contract cleaners.
9. To work with and liaise with a contract security firm that services larger events.
10. To respond appropriately to emergencies on-site including liaising with other keyholders.
11. To be a responsible key-holder for the Victoria Hall.
12. The job holder will be expected to work to all the Town Council's policies both financial and otherwise. (Training and guidance will be supplied as required.)
13. To undertake any other task requested by the Council or the Clerk that is commensurate with the grade and/or hours of work, as may be reasonably required.

PERSON SPECIFICATION

Qualifications – Desirable

- Full driving licence

Knowledge, Skills & Experience – Required

Please note – we are looking for a good combination of the attributes listed below so do not be put off if you cannot fulfil all criteria.

1. A genuine pride in your work and care for the Victoria Hall.
2. A 'can do' attitude.
3. Competence with common electrical & manual hand tools; and experience of day-to-day building and maintenance repairs with a 'handyman' standard of knowledge.
4. Excellent people skills – creating strong relationships with a wide variety of groups and individuals.
5. Practical experience at caretaking a large or public building.
6. A friendly, courteous and helpful manner.
7. An ability to deal with tasks in an organised way – and as swiftly and effectively as possible
8. An ability to be calm under pressure and communicate effectively with all users of the building.
9. A thorough approach to work – and a keen eye for detail.
10. Working knowledge and understanding of Health & Safety compliance requirements; and of producing risk assessments for day to day tasks.
11. IT skills