



CALNE TOWN COUNCIL

JOB PROFILE

Post No:	
Post Title:	Town Hall Caretaker
Grade:	Grade D
Responsible to:	Head of Business
Responsible for:	N/A
Days of Work (5)	Flexible over 7 days
Times of Work	37 Hours per Week
Issue Date:	July 2019

OVERVIEW

Calne Town Council seeks to improve and enhance the Town of Calne in an environmentally sustainable manner, having regard to the identified needs and wishes of all sections of the community. It is the responsibility of each post holder to contribute to this ethos in the best way suited to their day to day responsibilities and duties. Most visibly, Calne Town Council will act proactively to enable the community to involve themselves in cultural, artistic, sport and active recreation as part of an active and healthy lifestyle. This will involve initiating and maintaining significant creative partnerships with statutory and voluntary sector partners and colleagues as well as other relevant voluntary and statutory organisations.

PURPOSE OF THE JOB

To have overall responsibility for the supervision, cleanliness and security of the Town Hall, operation of plant and equipment, day-to-day management and presentation of the Town Hall premises, Large Hall, Bar, Corn Exchange, Council Chamber, entrances, stairways, toilets, kitchens, stores, ancillary rooms (including the preparation, setting up and clearing of rooms for functions), car park and exterior of buildings, and other related duties under the direction of the Head of Business. To be a responsible Designated Premises Supervisor for the Town Hall building in aspects of licensing on the premises.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 To take full responsibility for the security of the Town Hall premises, and be familiar with the building services for the Town Hall, Bank House and Patford Street premises (i.e. heating, lighting, sanitary services, lifts, the adjustment of the Town Hall clock etc) and be able to demonstrate the operation of these services.

- 1.2 To take responsibility for the testing of emergency lighting and fire alarm systems at the Town Hall and Bank House, as determined by the schedule.
- 1.3 To ensure the cleanliness of the Town Hall and Bank House, overseeing the work of the contract cleaners and reporting any problems immediately to the Head of Business. To ensure that ovens and other kitchen equipment are kept in a clean, serviceable and usable order.
- 1.4 To be responsible for setting out rooms in accordance with hirers' requirements, and to assist hirers and members of the public without participating or becoming involved in the hiring of the function. To open the building 30 minutes prior to the public session at all Council meetings as noted on the annual Calendar of Meetings and as subsequent bookings dictate.
- 1.5 To be in attendance at the Town Hall prior to functions to handover responsibility for the building to the hirer. When not in attendance to be available on the telephone for advice.
- 1.6 To be familiar with all procedures for the evacuation of the Town Hall, Bank House and Patford Street and to ensure that all means of escape, fire alarms and fire fighting equipment are maintained and in working condition at all times. To be able to demonstrate safety procedures to hirers as necessary, and to give reasonable assistance and information at all times to hirers or users of the premises.
- 1.7 To attend Civil Wedding Ceremonies, as a Civil Deputy, held in the Town Hall for 1 hour before, and 30 minutes during the Ceremony, for which an additional payment will be made.
- 1.8 To liaise with the Information Office responsible for Town Hall bookings on a weekly basis to ensure that all bookings and instructions are understood and that you are given a copy of each booking at the time the booking is made and also, if and when any changes to that booking are made reporting any matters of concern directly to the Head of Business.
- 1.9 To be of a smart appearance and suitably dressed when attending functions. Uniform will be provided.
- 1.10 To be a responsible Designated Premises Supervisor for the Town Hall building in all aspects of licensing on the premises and act within legal requirements ensuring the Head of Leisure is made aware of any impending issues prior to your absence (i.e. leave etc.)

2. BUILDING MAINTENANCE

- 2.1 To inspect Town Hall and Bank House to ensure that major maintenance is carried out according to the schedule, and in accordance with any building, electrical or health and safety regulations that are required at the time.
- 2.2 Where major maintenance is required to liaise with the Head of Operations.
- 2.3 To offer input into the review of existing maintenance contracts annually, or when the contract becomes due for renewal, to ensure value for money.

- 2.4 To carry out small DIY and maintenance tasks on an agreed schedule to ensure that the Town Council is presented for Hirers.

3. ADMINISTRATIVE

- 3.1 Working with the Town Council's Health & Safety Advisor to ensure that all work practices, the storage of chemicals and cleaning materials and the use of all plant and equipment in the Town Hall and Bank House are carried out in accordance with Health & Safety at Work Act 1974 requirements.
- 3.2 Ensure that all test and servicing records are kept up to date.
- 3.3 Ensure timely ordering and supply of equipment, materials and consumables, within approved budgets and under the supervision of the Head of Business.
- 3.4 To take delivery of and check all item of stores and equipment and maintain a monthly check of such stores and equipment against the inventory.
- 3.5 To liaise with the Head of Operations to arrange for any repairs, replacement or decoration to be carried out either by Grounds Staff or contractors. Where any work is carried out 'in house' to ensure that Health & Safety at Work Act 1974 standards are complied with and to inspect with the Head of Operations and Head of Business to ensure that the work has been carried out to that standard.
- 3.6 To ensure that all Town Council items on show at the Town Hall are catalogued and familiarise yourself with the history around donations. From time to time act as guide to the town hall and to provide access to artefacts.

4. OTHER RESPONSIBILITIES AND DUTIES

- 4.1 To be responsible for the safe custody, cleaning and presentation of all robes, insignia of office (except chains of office), and the raising and lowering of flags as specified by the Director of Council Services.
- 4.2 To be involved in some civic functions, as and when necessary.
- 4.3 To be involved in Town Council events. There is an expectation that all staff are involved with events including Summer Carnival, Remembrance and Christmas Lights.
- 4.4 Apart from the duties summarised in your job description, we retain the right to include other reasonable duties which are part of, and incidental to the work of the Town Council.
- 4.5 A Disclosure and Barring Service check will need to be carried out for this role.

5. FINANCIAL RESPONSIBILITIES

The Council's rules and procedures for all financial activities are set out in the Council's Constitution within Contract Standing Orders and Financial Standing Orders. More detailed guidance on specific financial activities is provided in a series of Financial Instructions. Copies of these documents are available from the Deputy RFO and Payroll

Officer. All employees who carry out any financial activities must ensure that they are familiar with, and comply with at all times, the Council's financial rules and procedures.

6. RISK MANAGEMENT & BUSINESS CONTINUITY

Play an active role in identifying, managing and controlling risks relating to the business activities of the Town Hall.

7. EQUAL OPPORTUNITIES AND DIVERSITY

Demonstrate awareness and understanding of, and commitment to, Equal Opportunities and Diversity, showing respect, consideration and sensitivity to people's needs and ensuring that the Council's policies are adhered to and demonstrated in all contact with customers, colleagues, other agencies and stakeholders.

8. EXTENT OF PUBLIC CONTACT

As directed by line management, the post holder will liaise with both Council officers and members as well as external agencies, local businesses and members of the public.

9. WORKING CONDITIONS AND ENVIRONMENT

Based at the Town Hall, The Strand, Calne SN11 0EN.

10. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:	
Manager	Date
Post holder	Date

PERSON SPECIFICATION

Post: Town Hall Caretaker

For effective performance of the duties of the post the post-holder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'. (N.B. Where required qualifications are not held, applicants should demonstrate an interest in gaining them).

Criteria	Essential/ Desirable	Method of Assessment
Smart Appearance	E	I
Personal Licence Holder for Licensed Premises	D	D
An awareness and practical experience in work place health and safety matters.	E	R
Experience of building maintenance.	E	A/I
Proven ability to manage contractors and other external agencies in connection with repairs, maintenance, cleaning, security within an agreed budget.	E	A/I
Proven organisational skills and ability to prioritise own workload.	E	I/R
Up to date ICT skills inc Windows, Word, Excel and the Internet	D	A/I
Able to work a flexible rota to include regular weekends, evenings, bank and other public holidays	E	I
Able to work in an organised manner, as a team member or alone and unsupervised.	E	A/I/R
Able to deal with all ages/types of people, politely tactfully and quickly establish a rapport	E	I/R
Able to communicate clearly using all forms of communication	E	I/R
A good level of local knowledge and an understanding of Council procedures and protocol.	D	I
Willing to be trained and undertake vocational training as required	D	I
An awareness of and commitment to Equal Opportunities principles.	D	I
Physically capable of lifting weights up to 15 kilos.	E	A/I

Application	A
Interview	I
Test (written, presentation, practical – e.g. word processing)	T
References	R
Documentary – e.g. certificates	D