

# EARLEY TOWN COUNCIL

**The Town of Earley**

Since it was first mentioned in the Doomsday Book, Earley has grown to become the largest town in Wokingham Borough with a population approaching 35,000. It’s position, to the south east of Reading, means that it has excellent communication links with Reading and a fast train service to London. Much of Thames Valley Business Park, which houses a number of large well known businesses, is within the Town’s boundaries. In recent years, the Town has been the subject of significant residential development, including the *Lower Earley Development* in the late 1980’s/early 1990’s which saw the building of around 9,000 additional dwellings.

**The Council**

Earley Town Council was created in 1974 following the reorganisation of Local Government. Following the disbanding of Berkshire County Council, Earley became the largest parish in the Wokingham Borough Council unitary authority area.

The residents are represented by 25 Councillors (covering 8 wards) each elected for a term of four years, the last elections being in May 2015.

The Town Council currently employs 32 full and part-time staff and has an annual turnover of around £1.2m.

**The Council’s Mission Statement** is:-

“Earley Town Council will deliver services of the highest quality whilst providing value for money following the guiding principles of Best Value. It will endeavour to promote the wishes of local residents through consultation and by representation to Wokingham Borough Council or other authorities as appropriate. The Town Council will act in the best interests of the residents of Earley and will conduct its business in an open and democratic manner.”

**Functions of the Town Council**

The Town Council currently manages four community centres (Maiden Place Centre, Radstock Lane Centre, Silverdale and Centrepoint Community & Youth Centres) and the Town Council Offices, a former farm house, situated in Radstock Lane, Earley. In addition it owns Maiden Erlegh Park, which is a Local Nature Reserve and has an on-site teaching classroom, a cemetery at Mays Lane and an Allotment Site. It is also responsible for the management of parks, sports areas, an ancient woodland area and other open spaces.

**JOB DESCRIPTION**

**SENIOR CARETAKER**

Line Manager: Facilities Manager

**Description of the Post:**

To work as part of the Caretaking Team, to undertake the day to day operation, security, safety, and cleanliness at Community Centres, Pavilions or Council Offices as necessary.

**Duties and Key Responsibilities:**

1. Working on a shift rota basis (rota provided in advance and subject to change) to be a keyholder and undertake operational responsibility for the premises. To attend, unlock and ensure hirers’ requirements are met. To secure the building at the finish of each hiring and, if necessary, to ensure that the buildings for which you have responsibility are locked including gates and setting alarms, as necessary.

2. To liaise with any contractors whilst they are on-site, ensuring that work is completed in line with the specification and to the required standard. To take appropriate action to resolve any problems.

3. In line with the rota, undertake a cleaning routine ensuring the highest standards of cleanliness within the building.

4. Detect and report to the Facilities Manager, any building defects, damage or Health and Safety concerns. Undertake minor repairs and general maintenance within your level of competence always adhering to Health and Safety Standards.

5. To be a visible presence for the duration of the booking, at the relevant Community Centre in the case of lettings where alcohol is served. To be on standby in the case of all other lettings.

6. Ensure all allocated equipment and materials are stored safely in line with COSHH regulations in order to prevent potential accidents/misuse.

1. To be firm, friendly and approachable to all hirers liaising with them and the Facilities Manager with regard to any issues that arise.
2. To undertake holiday/sickness caretaking cover for other caretakers.
3. To supervise the work of the Caretakers and to Deputise, where appropriate, in the absence of the Facilities Manager.
4. Acting as budget holder, to ensure an adequate supply of consumables at Community Centres and to request replacement stock via the Facilities Manager at the Council Offices. To check and sign for deliveries.
5. To act as a keyholder for the Community Centres, be registered with the appropriate authorities and attend in times of emergency.
6. Together with the Facilities Manager, to undertake monthly Health & Safety Walks at Town Council facilities and to organise and undertake repairs as necessary.
7. To act as a Community Centre Ambassador, providing guided tours to prospective hirers at the relevant centres.
8. To be ‘out of hours on-call’ on a rotational basis together with other members of staff, as required.
9. To undertake other duties and responsibilities as may be reasonably requested, of a similar nature and commensurate with the grade of the post to assist the smooth running of the facilities.

16. To ensure the health and safety of resources within the post holder’s responsibilities and personal health and safety responsibilities, as laid down in the Health and Safety at Work Act, 1974 and any subsequent relevant legislation.

**PERSON SPECIFICATION**

**SENIOR CARETAKER**

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

**Knowledge and Experience**

* Ability to comply with Control of Substances Hazardous to Health (COSHH)
* Working knowledge of Health & Safety Regulations relative to work area eg. Risk Assessment, manual handling
* Knowledge and experience of appropriate use of cleaning materials and equipment
* Qualification in Health and Safety desirable
* Line management/supervisory experience

**Skills and Personal Attributes**

* Good communication skills
* Customer care skills
* Ability to identify work priorities and manage own workload
* Ability to work co-operatively as part of a team
* Ability to liaise with hirers, suppliers and contractors on site
* Ability to complete work to deadlines
* Ability to inspect and record findings
* Good organisational and planning skills

**Other**

* Willingness to undertake training for specific work responsibilities
* Good self-motivation
* This position will be subject to an enhanced DBS check
* A full driving licence (desirable not essential)

**SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS**

Contract status: Permanent, Full-time

Salary: (SCP 23–26) £21,268 - £23,398, paid monthly by BACS on the 15th of the month (half in advance/half in arrears)

Place of Work: Based at Radstock Community Centre and Maiden Place Community Centre but required to cover at other sites

Working Hours: This is a full-time post working on a shift system with other staff currently employed.

Example shift (subject to change)

Week 1 : 8am – 6pm (Mon – Fri)

Week 2 : 8am – 6pm (Mon – Fri)

Week 3 : 6pm – 10.30pm/11.30pm (Mon – Sun)

Benefits: Upon completion of the six month probationary period, benefits include Health Insurance (currently BUPA) and, up to the age of 75 years of age, Life Insurance. The Town Council will sponsor any relevant job related training (subject to budget constraints).

Leave Entitlement: The annual leave entitlement for this post starts at 20 days per annum (pro rata) for a new entrant to the Service of the Council, plus two extra statutory days and public holidays and increases with continued service.

Pension: From commencement of employment, membership of the Local Government Pension Scheme for employees over the age of 22 years.

DBS Check: The post is subject to a satisfactory DBS check.