



EARLEY TOWN COUNCIL

Buildings & Facilities Manager

Application Pack



Recruitment of Buildings & Facilities Manager

Salary Scale: SPC 27 - 31 per annum (£31,346 - £34,728) (depending upon experience and qualifications) plus Local Government Pension Scheme

Earley is the largest Parish, and designated a Town, within Wokingham Borough, a Unitary Authority in Berkshire. It is located on the east outskirts of Reading between the M4 and the River Thames. It serves a population of some 35,000 and the Town Council provides a range of services: burial ground, parks, a nature reserve, ancient and community woodlands, allotments, several sports and community facilities. Earley has a long and interesting history dating from Roman times. The Town Council was established in 1974.

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

The Town Council is seeking to appoint a forward thinking and proactive Buildings & Facilities Manager to be responsible for the day to day management of the Town Council's buildings, facilities, associated services and staff.

The post holder will be responsible for ensuring the Council is compliant with health & safety regulations and is up to date with risk assessments, safety checks, licenses and training.

Applicants must be able to demonstrate that they have relevant experience in buildings and facilities management, managing projects, health & safety and will possess sound managerial, communication and organisational skills. Also they will have an awareness of climate issues and the importance of energy efficiency.

Due to the nature of this role you may be required to work unsociable hours, including evenings and weekends. Attendance at occasional evening meetings will also be required,

The closing date for receipt of applications is **12pm noon, Friday 5th March 2021**.

Interviews will take place week commencing 15th March 2021.

Interviews will be conducted in person and Covid-Secure guidance will be observed at all times.



For an informal discussion about the post contact Emma Carroll, Deputy Town Clerk, at Earley Town Council, Council Offices, Radstock Lane, Earley, Reading RG6 5UL. Telephone 0118 986 8995 or email deputy@earley-tc.gov.uk

Please read the information in this document before you complete your application form.

You will need to make clear in your application form:

- Why you are interested in the position
- What relevant skills and experience you have (refer to the Job Description and Person Specification)

Please complete the application form in full as shortlisting will be based on the information provided in the form.

Only completed application forms will be accepted, please do not send CVs.

References may be taken up for all shortlisted candidates.

Please return forms either:

- via email marked Private & Confidential to townclerk@earley-tc.gov.uk
- or by post in a sealed envelope marked Private & Confidential to:
Jo Friend, Town Clerk, Earley Town Council, Council Offices, Radstock Lane,
Earley, Reading, RG6 5UL.

Earley Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.