

**CIRENCESTER TOWN COUNCIL
JOB DESCRIPTION**

Title: Caretaker/Cleaner

Grade/Salary: £17,072 Pro Rata (SCP 15)
30hrs per week

Responsible to: Estates Manager

Key Contacts:

Within the Council: Senior Management Team
Community Services Team
Estate Services Team
Office Services Team
Town Councillors
Lead Member for Estate Services
Local Information Centre Staff/Volunteers

Outside the Council: Bingham Library Trust Ltd (BLT)
Tenants of BLT and CTC
Cirencester Community Development Trust Ltd
Contractors
Utility companies
Members of the public
Voluntary Sector & Charities
Corinium Radio
Local Organisations & Schools

Hours: It is expected that the listed tasks and responsibilities are completed within the contracted 30 hours, subject to consultation with the Estates Services Manager. Some tasks will require attendance at weekends or evenings.

Main Purpose:

To support the working environment of Cirencester Town Council (CTC) & Bingham Library Trust Ltd (BLT) in respect of building repairs and maintenance, security, energy and utilities, cleaning and waste collection.

To ensure that the hirers of CTC & BLT venues have access to the equipment they need, to open and close the building for events when necessary and to set up conference facilities, including furniture and equipment.

To oversee local health & safety inspections/maintenance regimes, evacuations and risk assessments and display & update of procedures.

Key Outputs:

1. Carry out regular preventative and remedial building inspections identifying maintenance works and assist with overseeing works where necessary.
2. To assist in the inspection/maintenance of fire safety equipment and fire safety checks and to ensure that all buildings and offices of BLT and CTC have appropriate fire safety risk assessments.

3. Organise inspection/maintenance of fire safety equipment and fire safety checks and to ensure that all buildings and offices of BLT and CTC have appropriate fire safety risk assessments.
4. To assist with actions required to comply with legislative requirements in relation to Health and Safety in the work place including evacuation procedures, appropriate and up-to-date signage and equipment in all buildings, including First Aid boxes.
5. To be responsible for setting up and clearing away meetings and regularly check that all meeting and public facilities are clean and stocked.
6. To ensure that all public and CTC office areas are kept tidy with regular monitoring of storage areas including disposal of items no longer in use.
7. To ensure that all public and CTC office areas are kept tidy and carry out cleaning of the communal areas as agreed in the schedule.
8. To be responsible for organising waste and recycling collections and collection, recording and submission of meter readings
9. In conjunction with the Estates Team, be responsible for securing the gates in the Abbey Grounds and key holder responsibilities for BLT and CTC properties.
10. To deal with logistical queries relating to the buildings and car parking for BLT and CTC properties.
11. To provide support for events throughout the year at various locations across Cirencester and to assist with any other local events which CTC supports or facilitates.

Other:

The Council operates in a flexible way where all staff are expected to help each other as such from time to time there may be a requirement to support other service areas with duties commensurate with the post, including management service arrangements.

The post holder will be required to be on an Emergency Duty Team rota outside of normal office hours.

To be aware of and give consideration, within the role and remit of the post, to issues relating to equality, diversity and access for all initiatives.

Conditions of Service:

Notice you must give to end your employment: Following the successful completion of your Probationary Period - One month's notice.

Notice the Council must give to end your employment: One week's notice for each complete year of service up to a maximum of twelve weeks notice.

The post is mainly based at the Bingham House, 1 Dyer Street, Cirencester.

The postholder will be required to comply with the Council's Health and Safety Policy.

PERSON SPECIFICATION

Requirements	Essential or Desirable	Method of Assessment
Qualifications		
5 GCSE's 'C' or above, or equivalent	Essential	Application/Certificates
NVQ in Administration and/or Facilities Management	Desirable	Application/Certificates
Experience		
Administration	Desirable	Application/Interview
Events or Outdoor Markets	Desirable	Application/Interview
Buildings and/or Grounds Maintenance	Essential	Application/Interview
Skills		
Organisational	Essential	Application/Interview
Numeracy	Essential	Application/Interview
IT skills, including Microsoft Office	Essential	Application/Interview
Excellent written and oral communications skills	Essential	Application/Interview
Other		
Proactive/self motivated	Essential	Interview/References
Ability to prioritise and meet deadlines	Essential	Interview/References
Ability to maintain confidentiality	Essential	Interview/References
Judgement, tact, discretion and initiative	Essential	Interview/References
Time Management	Essential	Interview/References