

Portishead Town Council Job Description



Job Title	Caretaker
Grade range	Grade SCP 5-6 (£20,043) FTE 10-15 hours per week
Term	Permanent
Responsible to	Community Halls Manager
Purpose of the role	<p>With a population of around 26,000 residents, Portishead is a rapidly growing town within the unitary authority area of North Somerset. The Council has an ambitious strategy featuring key themes of well-being, prosperity and sustainability and is also striving to be an efficient, inclusive, transparent Council. The net annual budget is around £821,000, which includes funding for projects of many sizes and types. The Council is also responsible for community assets and facilities. Both Town Councillors and the Council team are extremely loyal and diligent and work together to deliver optimum services for residents and businesses.</p> <p>The team of Caretakers is responsible for caretaking, cleaning and maintaining the Council's 3 Community Halls to the highest standards. This is a vital role, not only for the income, but also to provide much-needed community facilities and event space.</p>
Main responsibilities and key tasks	<ul style="list-style-type: none"> • Caretaking duties as directed by the Community Halls Manager, including: <ul style="list-style-type: none"> ○ Maintain excellent cleaning levels throughout the buildings. ○ Carry out minor repairs and maintenance of the Halls. ○ Tidy up and wipe down between each hire. ○ Following Council processes, regularly inspect and report on the buildings' state. ○ Report any issues, including with hirers, services, and utilities suppliers, and required goods or services to the manager. ○ As the Council's Carbon Reduction and Accessibility plans progress, play your part in the transformation process. ○ Opening and closing buildings including alarm processes. ○ Liaise with hirers under the direction of the Halls Manager, to set up rooms as per their requirements, including furniture and layout. ○ Operation of fire and burglar alarms and key holder responsibilities during the working day. ○ Porter and delivery duties ○ Cleaning and maintenance of Town Council Offices. ○ Undertake gardening and ground maintenance as required at the Town Council premises. ○ Carry out weekly and monthly health and safety checks in the building and feedback to the manager. ○ Support the Manager in improving the buildings. <p>General:</p> <ul style="list-style-type: none"> • Liaise with colleagues to share information and contacts and ensure full integration of key projects into the Council's work, budget, and communications. • Work with colleagues to share information to ensure efficient reporting and communication of activity.

	<ul style="list-style-type: none"> • To develop and maintain strong knowledge of the areas of work most relevant to this role, and to use this knowledge to recommend best practice from elsewhere and potential opportunities for funding and support, and / or efficiencies. • Undertake other duties which might reasonably be expected of the post holder and as instructed by the Community Halls Manager. • Work as part of a multi-disciplinary team and work alone to complete tasks and activity. • Professionally represent the Council at selected forums / projects to contribute to local / regional plans and activity. • To work positively with Councillors and the team in a supportive and courteous manner. • Actively and positively contribute to a personal development programme. • Adhere to all Portishead Town Council standing orders and policies and pertinent national legislation and guidance including Dignity at Work, Equal Opportunities, Disability Discrimination and the Health and Safety at Work Act 1974. 		
Direct reports	<ul style="list-style-type: none"> • No line management responsibility 		
Key relationships	<ul style="list-style-type: none"> • Team colleagues • Portishead Town Councillors • North Somerset Councillors and Officers • Contractors and delivery partners • Hirers. 		
Hours of work	<ul style="list-style-type: none"> • Hours of work will be led by hiring requirements and will include evenings and weekends. • We operate a flexi-time policy 		
Normal place of work	<ul style="list-style-type: none"> • Redcliffe Bay Hall, North Weston Hall or the Folk Hall 		
Person specification	Key criteria	Essential	Desirable (or be willing to work towards)
	Education and qualifications	<ul style="list-style-type: none"> • Level 3 English qualification or relevant experience 	
	Competences (skills, experiences, abilities and knowledge)	<ul style="list-style-type: none"> • A 'can do' attitude and a willingness to get your hands dirty • A friendly, courteous, and helpful manner • Practical experience of cleaning busy buildings • Knowledge of health & safety and risk management requirements and building management skills. • Excellent communication skills to a wide-ranging audience. • An excellent team player with the ability to also work successfully alone. 	<ul style="list-style-type: none"> • Basic IT skills. • Understanding of local government working practices. • Local knowledge. • Building / facility management skills

		<ul style="list-style-type: none">• Ability to prioritise workload and deal with competing demands.	
--	--	---	--