

Portishead Town Council Job Description

Job Title	Caretakers
Grade range	NJC Grade SCP 5-6 (£19,312-£19,618)
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 £750,000, 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 Caretakers are responsible for caretaking, cleaning and maintaining the council's 3 Community Halls, which generate an income for the Council and provide meeting and event space. This is a vital role, not only for the income, but also to provide much-needed community facilities.</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, including to COVID-19 standards. ○ Carry out minor repairs and maintenance of the Halls. ○ During COVID-19, cleaning is required between each hire. ○ If / when vaccinations restart, cleaning levels must be even higher. ○ 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 zero carbon's plan for buildings is shared, play your part in the transformation process. ○ Opening and closing buildings, raising any concerns. ○ 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. ○ 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 PTC Team work programme, budget and comms plan. • Work with colleagues to share information and contacts 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 also 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 Town Clerk. • Work as part of a multi-disciplinary team and also work alone to complete tasks and activity as set out in the Work Programme. • 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 • Contractors and delivery partners • Hirers and storage rentals. 		
Hours of work	<ul style="list-style-type: none"> • Hours of work will be led by hiring requirements. • We operate a flexi-time policy 		
Normal place of work	<ul style="list-style-type: none"> • Redcliff Bay, North Weston and Folk Hall 		
Person specification	Key criteria	Essential	Desirable (or be willing to work towards)
	Education and qualifications	<ul style="list-style-type: none"> • Maths and English GCSEs above a grade C 	
	Competences (skills, experiences, abilities and knowledge)	<ul style="list-style-type: none"> • Excellent line management skills. • Excellent communication skills • An excellent team player with the ability to also work successfully alone. • Ability to prioritise workload and deal with competing demands. • Basic ability to use IT 	<ul style="list-style-type: none"> • Knowledge of health & safety and risk management requirements and building management skills. • Understanding of local government working practices. • Local knowledge.

Organisational structure



