



# **Brixham Town Council**

## **Appointment of Town Hall Caretaker**

## Introduction

Thank you for your interest in the role of Town Hall Caretaker at Brixham Town Council. We hope that you will find this Recruitment Information Pack, together with the Job Description and Person Specification of assistance in deciding to apply.

The information is arranged as follows:

- 1) Background to the Town Council
- 2) Role of the Town Hall Caretaker
- 3) Job Advertisement
- 4) Job Description
- 5) Person Specification
- 6) Key Terms and Conditions of Employment
- 7) Application Form

To apply, 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.*

You will need to make clear in your application form:

- Why you are interested in the position, what you can bring to the role and how you believe you can help the Council deliver its main priorities
- What relevant skills and experience you have (refer to the Job Description and Person Specification)

Please return forms by either:

- email marked Private & Confidential to [townclerk@brixhamtowncouncil.gov.uk](mailto:townclerk@brixhamtowncouncil.gov.uk); or
- post in a sealed envelope marked Private & Confidential to Mrs Tracy Hallett, Town Clerk, Brixham Town Council, Town Hall, New Road, Brixham TQ5 8TA.

For an informal discussion about the post contact Tracy Hallett, Town Clerk. Telephone 01803 859678 or email [townclerk@brixhamtowncouncil.gov.uk](mailto:townclerk@brixhamtowncouncil.gov.uk).

## **About Brixham Town Council**

Brixham Town Council was created in 2007 and represents the first tier of local government in Brixham which is closest to its electors. Employing seven staff, the Town Council consists of twelve Councillors elected for a four-year term to represent constituents in the Town's two wards. Town Council meetings are presided over by the Chairperson, who is elected from among fellow Councillors each year at the Annual Council meeting. Aside from Full Council meetings, there are three committees for Planning and Regeneration, Finance and General Purposes and Community and Environment.

The Town Council precept raised via Torbay Council for the financial year commencing 1<sup>st</sup> April 2023, is £394,372 which equates to an annual cost of £63.49 for a Band D property.

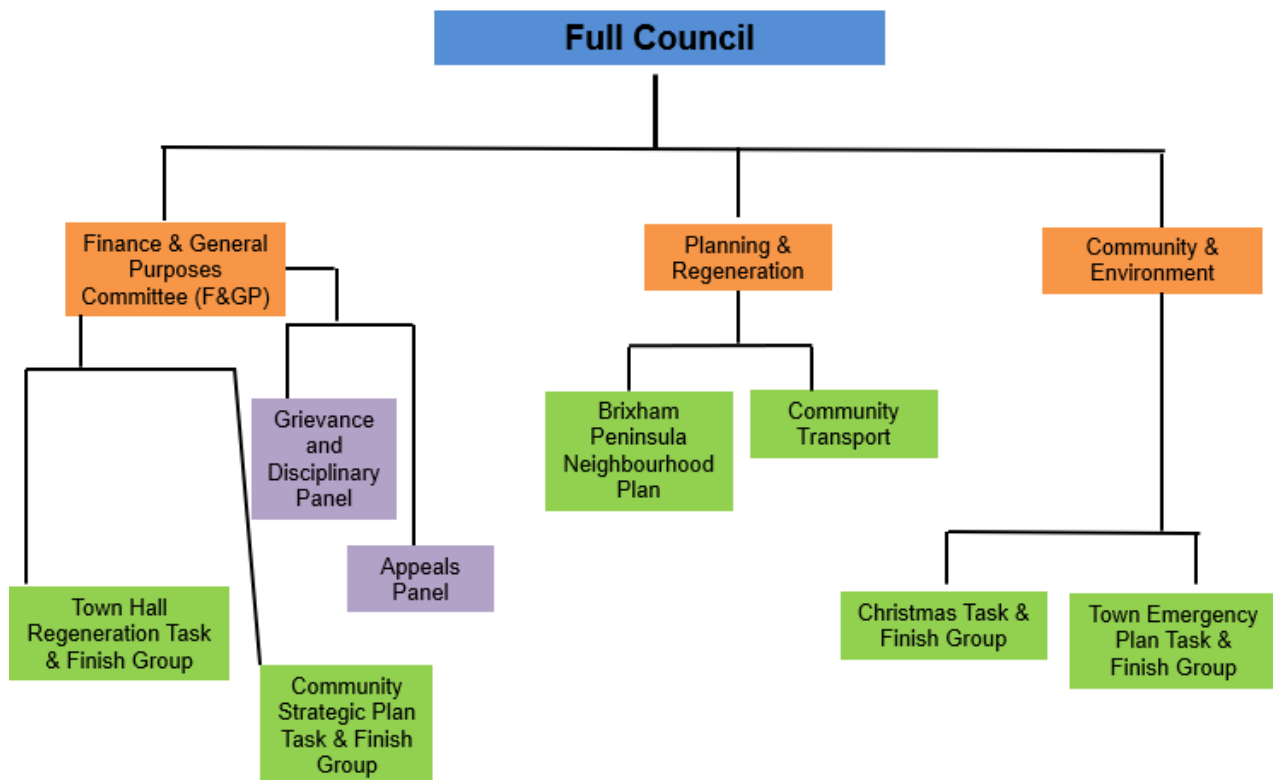
The Town Council owns and manages the Grade II listed Town Hall, which has rooms suitable for functions, known as the Scala Hall and the Function Room. There are also meeting rooms to hire on an adhoc basis as well as small office accommodation that are let out on short term tenancy agreements. The Town Council offices are located on the first floor of the Town Hall.

The Council also owns four allotment sites and manages a fifth site.

Our services include:

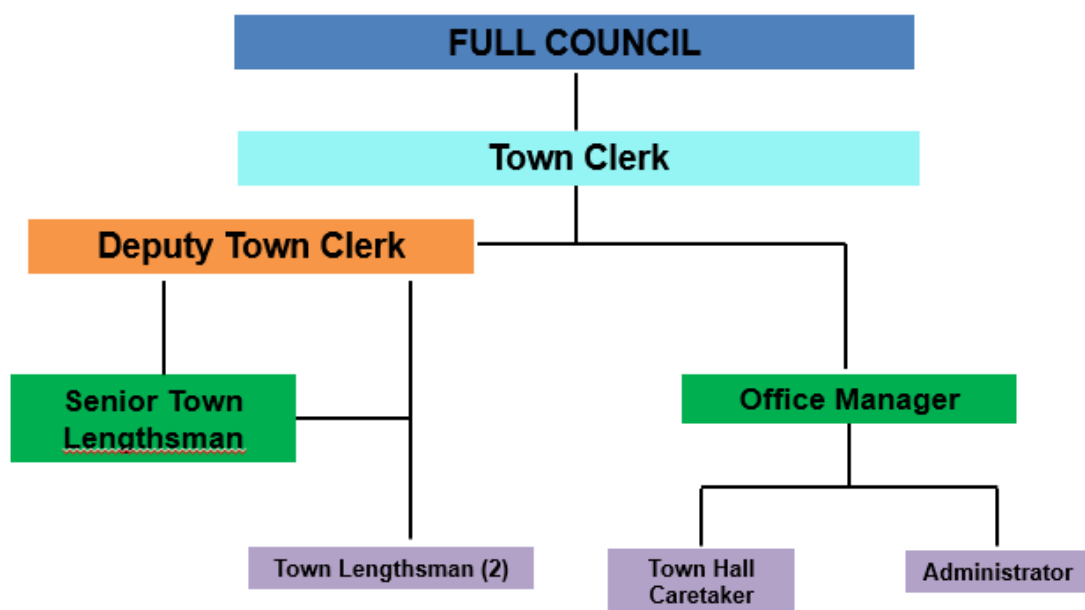
- Brixham Signal Newsletter
- Civic Award
- Event Management
- Gardening Assistance Scheme
- Grants
- Information Point
- Keep Brixham Beautiful
- Lanterns, Lights & Illuminations and Christmas Lights
- Seasonal bunting
- Town Lengthsman
- Town Centre Management

# Brixham Town Council Organisational Chart



The Chairperson and Vice Chairperson are ex-officio on all Committees

# Brixham Town Council Staff Structure Chart





# Brixham Town Council

## Town Hall Caretaker

Brixham Town Council is seeking to appoint a part-time Town Hall Caretaker. This is an exciting opportunity to join a small but dedicated team ensuring that the Town Hall is functionally optimally and safely.

The Town Hall Caretaker will be required to proactively and independently look after the Town Hall to ensure the building remains clean and maintained, meeting the needs of all users be they staff, councillors, tenants or hirers.

Applicants must be able to demonstrate that they have relevant experience – including attention to detail, the ability to communicate effectively and sound knowledge of health and safety legislation.

A flexible approach to working evenings and weekends is required, although this will always be with as much notice as possible. Likewise, some Bank Holidays.

<b>Closing Date:</b>	Tuesday 19 <sup>th</sup> March 2024
<b>Provisional Interview Date:</b>	Tuesday 26 <sup>th</sup> March 2024

To apply, 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.*



# Brixham Town Council

## Town Hall Caretaker JOB DESCRIPTION

### Role Description

The Town Hall Caretaker will be required to proactively and independently look after the Town Hall to ensure the building remains clean and maintained, meeting the needs of all users be they staff, councillors, tenants or hirers.

### Main responsibilities and key tasks

The cleanliness and general upkeep of the Town Hall (including day to day repairs):

- Cleaning and maintaining Brixham Town Hall to a consistently high standard
- Undertaking identified repairs and maintenance by arrangement with Line Manager
- Identifying and suggesting repairs and improvements
- Checking and responding directly to checklists
- Supporting Town Hall events
- Using your own initiative within the broad guidelines of Council policy
- Assisting with town events, including events organised or supported by the Council
- Respond appropriately to emergencies or urgent issues as they arise
- Being a responsible key holder for the Town Hall

### Building Management

- To ensure that the building is prepared for hirers, including the provision and arrangement of tables, chairs and other necessary equipment
- To monitor the condition of the building, systems, fixtures and contents and to report any obvious defects or need for maintenance
- To carry out regular inspections of the building to ensure Health and Safety compliance using the checklist provided, ensuring the necessary handbooks are maintained and updated
- To ensure that all escape routes are clear from obstruction, to assist in the operation of regular fire drills as required by Health and Safety Fire Regulations, and to ensure that all fire exit doors are operable during opening hours for the safety of the users of the Hall
- To be aware of the location of all stopcocks, gas and electricity meters to ensure monthly meter readings take place
- To undertake and identify repairs and maintenance by arrangement with Line Manager
- To ensure that the boiler house is tidy and that no flammable material is stored there
- To monitor the work of contractors working on site

### Building Security

- To ensure the security of the Town Hall complex
- To ensure that all lights are turned off, windows, doors and gates are closed, locked and secured at the end of each day or after usage
- To act as a keyholder

## **Cleanliness and Hygiene**

- To ensure the overall cleanliness of the Town Hall is to a consistently high standard, including but not limited to:
  - Cleaning of toilets and toilet areas
  - Mopping and buffing hard floor surfaces
  - Vacuuming and cleaning carpeted areas
  - Wiping, polishing, dusting of designated areas
  - Spot cleaning of spillages
  - Emptying and cleaning bins of designated areas
  - Cleaning of internal and external glass and windows
- To ensure the safe and secure storage of cleaning agents and other potentially hazardous materials
- To operate cleaning equipment in a safe way in accordance with manufacturer / COSHH regulations
- To ensure that there is an adequate supply of soap, hand sanitiser and toilet tissue in toilet areas and that any hand drying equipment is functioning properly
- To maintain stock levels and advise the Line Manager when stock is required

## **Town Hall Hire**

- To develop relationships with tenants, hirers and contractors
- Meet hirers and carry out essential health and safety handover
- Inspect room pre / post hire
- Preparation of various rooms for functions as required
- Stewarding events, where required
- Prepare rooms for Council meetings
- Car park management

## **General**

- To ensure that the surrounds of the building including paths, car park, flowerbeds and entrances are clean and free of litter, debris and weeds and report any obvious defects that may create a hazard.
- General portage duties and moving of furniture
- Regular check of roofs for pooling, debris, plant growth etc.
- Regularly check and clean soffits, gutters and external lights
- Disinfect drains and dustbins regularly
- Make safe any hazards and ensure that the area is cordoned off
- Monitoring the grit levels in the Town Hall grit bin, keep paths, entrances free of ice and snow to ensure the safety of staff, tenants, hirers and visitors.
- Maintaining Noticeboards
- To assist the Town Lengthsman, if required

## **Note:**

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the postholder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with and covered by the grading of this post.



# Brixham Town Council

## Town Hall Caretaker PERSON SPECIFICATION

Essential	Desirable
<b>Education</b>	
<ul style="list-style-type: none"> <li>GCSE (or equivalent) grade C or above in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>PAT Testing qualification</li> <li>CIEH Health and Safety min level 2</li> <li>First Aid at work</li> <li>Working at Heights</li> <li>Manual Handling</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Experience of cleaning busy buildings</li> <li>Experience of general maintenance and repairs</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working for a local authority / public sector</li> </ul>
<b>Skills</b>	
<ul style="list-style-type: none"> <li>Able to use machinery competently without supervision</li> <li>Good knowledge of basic health and safety, risk assessments</li> <li>To be able to lift and move furniture / equipment and other heavy items</li> <li>Understanding of various maintenance tasks</li> <li>A good understanding of Health and Safety</li> <li>An understanding of Manual Handling</li> <li>An understanding of the use of hand and power tools</li> <li>An understanding of working at heights</li> </ul>	
<b>People Skills</b>	
<ul style="list-style-type: none"> <li>Ability to work well with a wide range of people and as part of a team</li> <li>Approachable and helpful attitude</li> <li>Ability to communicate effectively at all levels</li> </ul>	<ul style="list-style-type: none"> <li>Ability to positively promote Council services</li> </ul>



<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>• Ability to carry out the physical requirements of the role</li> <li>• Demonstrates reliability and flexibility</li> <li>• Demonstrates ability to be motivated and work within a team</li> <li>• Positive attitude with a flexible approach to get the job done</li> <li>• Ability to multi-skill and prioritise</li> <li>• Willingness to work flexibly in response to changing organisational requirements</li> <li>• Willingness to train and develop</li> <li>• A smart professional manner</li> <li>• Ability to act professionally on behalf of the Council</li> <li>• The successful candidate will be offered the job conditional upon medical and job references</li> </ul>	<ul style="list-style-type: none"> <li>• Basic understanding of the roles and responsibilities of a Town Council</li> <li>• Creative thinker. Come up with ideas and solutions to problems</li> <li>• Driving Licence</li> </ul>

## Key Terms and Conditions of Employment

<b>Job</b>	Town Hall Caretaker
<b>General</b>	The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service and the provisions of the National Association of Local Councils and the Society of Local Council Clerks Conditions of Service for Clerks of Local Councils or as amended by the Council.
<b>Salary Scale</b>	SCP 04 (£23,114 pro rata). The salary is paid on the last working day of the month, directly to bank or building society.
<b>Employment Status</b>	Part-time, working Monday to Friday. Evening, weekend and bank holiday working will be required from time to time.
<b>Hours</b>	<p>24 hours per week. Flexible working is in operation to ensure weekend hire is covered, when required. The weekend hours will be flexible to accommodate bookings.</p> <p>It may be necessary for the post-holder to work in excess of these hours on occasions in which case time off in lieu will be granted.</p>
<b>Location</b>	Brixham Town Council Offices, Town Hall, New Road, Brixham TQ5 8TA.
<b>Annual Leave</b>	<p>23 working days (26 working days after 5 year's continuous local government service) plus bank and public holidays.</p> <p>The office closes between Christmas and New Year, for which three days Annual Leave are deducted.</p>
<b>Probation</b>	Six month probationary period.
<b>Code of Conduct and Staff Handbook</b>	Brixham Town Council abides by the Code of Conduct, in accordance with the policies outlined in the Council's Staff Handbook. A copy of the Staff Handbook is made available to every member of staff.
<b>Benefits</b>	
<b>Pension</b>	You will automatically be enrolled as a member of the Local Government Pension Scheme unless you choose to opt out.
<b>Cycle to work Scheme</b>	The Town Council takes part in a Cycle to Work Scheme which enables employees to make tax and national insurance savings on purchases of bicycles and cycling accessories.
<b>Employee Development</b>	The Town Council recognises that its most important resource is its employees and is committed to encouraging employees to enhance their knowledge and qualifications through further

	training. Although it is also recognised that some training is necessary to ensure compliance with all legal and statutory requirements.
<b>Incentive Scheme</b>	<p>The Town Council has introduced an incentive scheme with a maximum payment of £1,000 per annum (pro rata for part time) which will be subject to a minimum criteria of:</p> <ul style="list-style-type: none"> <li>• a good performance evaluation;</li> <li>• a good attendance record;</li> <li>• working for the Council for a full year aligned to the Council's financial year; and</li> <li>• paid after the end of the financial year</li> </ul>



## APPLICATION FORM

### Brixham Town Council

Position applied for:	Town Hall Caretaker
Closing date:	Tuesday 19 <sup>th</sup> March 2024
Please return forms by either:	
<ul style="list-style-type: none"> <li>email marked Private &amp; Confidential to townclerk@brixhamtowncouncil.gov.uk; or</li> <li>post in a sealed envelope marked Private &amp; Confidential to Mrs Tracy Hallett, Town Clerk, Brixham Town Council, Town Hall, New Road, Brixham TQ5 8TA</li> </ul>	
<p><i>If you would prefer a word version of the application form, please email Mrs Tracy Hallett</i>  <b>Please note separate CV's will not be accepted.</b></p>	

### PERSONAL DETAILS

Title:				
Name:				
Address:				
Email:				
Telephone (Home):				
Telephone (Mobile):				
Do you hold a current driving licence?	Yes		No	
Groups:				
Expiry Date:				
Details of any endorsements (if none, please insert "N/A")				
Do you have a current right to work in the UK?	Yes		No	
If no, please provide details				

## Education

Name of Educational Establishment (School, College, University etc)	Qualifications obtained with dates, subjects and grades

*Please continue on a separate sheet if necessary*

## Training

Training Course and Organiser / Development Activity	Date and Outcome (Grade Achieved where relevant)

*Please continue on a separate sheet if necessary*

## Membership of Professional Body

Body	Membership Type

## EMPLOYMENT

Please provide details of your work experience including previous posts with your present employer, unpaid voluntary or casual work. If you have undertaken periods of other responsibilities raising family or caring please include these as well.

<b>Present (or most recent) Employment</b>					
Name and Address of Employer:					
Position Held:		Is this your current job?	Yes	No	
Start Date:		Leaving Date (if applicable):			
Notice Required:		Basic Salary / Wage:			
Other Allowances:		Reason for Leaving:			
<b>Key Responsibilities and / or achievements:</b>					
1.					
2.					
3.					
4.					
5.					

## All Previous Employment

Name and Full Address of Employer	Start date, leaving date, position held and main responsibilities – giving salary	Reasons for leaving

*Please continue on a separate sheet if necessary*

<b>Please give details relating to <u>any gaps</u> in your <u>employment history</u></b>

## Knowledge and Skills

The information provided in this section will be used to decide if you will be invited to the next stage of the selection process. It is essential therefore that you cover the requirements listed in the person specification for the job, which are detailed below:

<b>1</b>	<b>Experience</b>
<b>2</b>	<b>Skills</b>
<b>3</b>	<b>People Skills</b>
<b>4</b>	<b>Personal Attributes</b>



## References

Please give the name and address of two people who can provide an assessment of your suitability for this post. One of these should be your present/most recent employer. If you have not been in paid employment since leaving full-time education please give the name of your tutor or lecturer. Please indicate by marking clearly with an asterisk (\*) if you do not want us to contact them prior to a conditional offer being made.

Name and Address	
Email Address (if available)	
Position Held	
Day Contact Number	

Name and Address	
Email Address (if available)	
Position Held	
Day Contact Number	

## Declaration

I declare that that the information in this form and the accompanying application form has been completed by me and all the information I have given is accurate and complete to the best of my knowledge. I accept that if I have given any information which I know is false or if I withhold any relevant information it may lead to my application being rejected or if I have been appointed to my dismissal.

I consent that under the General Data Protection Regulation and the Data Protection Act 2018

the information contained in this form and my application form may be processed by Brixham Town Council, who will ensure the information will be stored on a computer fairly and lawfully and will not be disclosed to any person/s for any other purposes.

I give my permission for Brixham Town Council to process and retain information about me contained in this form in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

**Signed:**

**Date:**



## MONITORING FORM Brixham Town Council

Position applied for:	Town Hall Caretaker
Closing date:	Tuesday 19 <sup>th</sup> March 2024

### PERSONAL DETAILS

Surname:		Forename:	
Preferred Name:		Preferred Title:	
Address:			
Email:			
Telephone (Home):			
Telephone (Mobile):			
<i>Please indicate with an * if we can contact you on either of the above numbers during the application process.</i>			
National Insurance No.:			

### Right to Work and Visas

Are you eligible to work in the UK?	Yes / No
If yes, do you have a current visa to work in the UK?	Not required / Yes / No
If you do have a current visa:	
What type of visa is it?	
Reference number (if applicable)	
Start date (if applicable)	
Expiry date (if applicable)	
Any other comments:	

### **Relatives / Other Interests**

Are you, to your knowledge, related to, or do you have a close personal relationship with any Member or Officer of Brixham Town Council?

Yes / No

If yes, please state the name of the person and the capacity in which you are known to them.

If appointed, do you have any business and/or financial interests which might conflict with the duties of the post?

Yes / No

If yes, please give brief details

### **Rehabilitation of Offenders Act 1974**

Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs that are not 'spent'. The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as 'spent'.

### **Recruitment Monitoring**

How did you find out about this vacancy? Where appropriate, please give specific details of the website or publication.

## Declaration

I declare that that the information in this form and the accompanying application form has been completed by me and all the information I have given is accurate and complete to the best of my knowledge. I accept that if I have given any information which I know is false or if I withhold any relevant information it may lead to my application being rejected or if I have been appointed to my dismissal.

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I give my permission for Brixham Town Council to process and retain information about me contained in this form in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

**Signed:**

**Date:**