

BRACEBRIDGE HEATH PARISH COUNCIL

Bracebridge Heath Community Library, London Road, Bracebridge Heath, Lincoln, LN4 2LA
07899 888530 – clerk@bracebridgeheath-pc.gov.uk

Application pack

Village Caretaker – Maintenance

Job vacancies at Bracebridge Heath Parish Council

Applications are invited for the positions of:

1. Village Caretaker – Maintenance - 16 hours per week.
2. Village Caretaker – Environment - 10 hours per week.

Applicants may apply for either or both positions. Ideally two separate individuals will be appointed but a single appointment may be considered for the right applicant.

We are seeking reliable and trustworthy individuals to join our team. The successful applicants will work in Bracebridge Heath and will contribute to the environmental quality and upkeep of council's facilities.

Previous experience in a similar role is desirable. Training will be provided.

Hours of work are flexible and will be agreed with the successful candidates. Salary to be paid in line with the NJC pay scales. Both posts will be within SCP 3 to 5 (£18562 to £19312) (pro rata), dependent on experience.

An application pack with a job description, person specification and application form can be obtained from our website <https://bracebridge-heath.parish.lincolnshire.gov.uk/>, by emailing clerk@bracebridgeheath-pc.gov.uk, or by writing to Bracebridge Heath Parish Council, Bracebridge Heath Community Library, London Road, Bracebridge Heath, Lincoln, LN4 2LA.

Anyone wishing to have an informal discussion regarding either post may contact the Clerk to Council – Stacey Knowles on 07899 888530.

The closing date for applications for both positions is 5.00pm on Friday 16th July 2021.

Job Description – Village Caretaker - Maintenance

| | |
|-------------------------|---|
| Job title | Village Caretaker - Maintenance |
| Location | Main base: Pavilion Working throughout Bracebridge Heath |
| Salary | SCP 3 to 5 |
| Hours | 16 hours per week |
| Responsible to: | Deputy Clerk and Facilities Manager |
| Responsible for: | Nil |

Purpose of role

- To ensure the safe operation and upkeep of Council's sites and facilities. The post involves caretaking duties throughout Bracebridge Heath.
- To be an effective team member, supporting the delivery of council services.

Specific responsibilities

- To maintain, effect repairs and improvements to
 - community buildings;
 - outdoor facilities and play parks; and
 - council's green spaces including the woodland, cemetery, allotments, and other open spaces.

This will include repairs to buildings and fixtures, painting and decoration as needed.

- To act as a key holder for Council's facilities.
- To monitor, operate and maintain appropriate site security and fire systems including opening and closing buildings when necessary, checking fire escapes, buildings, facilities and relevant routine testing as required.
- To carry out routine inspections of council's facilities for safety and maintenance reporting. This will include regular inspections of Council's play parks.
- To provide verbal and written reports about inspections, identifying issues of concern and researching materials and equipment needed to carry out the repair.
- To maintain any stock or resources relevant to the role to ensure safe use, receive delivery of supplies, furniture and parcels and ensure their correct distribution.
- To carry out manual handling including the moving of furniture, setting up and clearing meeting rooms and equipment.
- Working with others to erect and subsequently remove the village Christmas tree.
- To meet with contractors and report on work subsequently carried out to ensure it is fit for purpose and meets the agreed specification.

- To ensure that appropriate health and safety measures are in place and adhered to as required, reporting issues to the line manager as appropriate.
- To provide cover and support to the Facilities Cleaner during periods of absence which will include cleaning and restocking facilities as needed.
- To support the Village Caretaker – Environment with tasks as required.

Other job requirements

- To participate in continuing professional development to increase the knowledge and experience required for the efficient maintenance of Council facilities and equipment. This includes attending relevant training courses.
- To undertake any other duties commensurate with the post
- To work flexibly to meet the requirements of the council and its services which may involve weekend or evening work as needed.
- To receive instructions from the Clerk, Deputy Clerk or Assistant Clerk as appropriate.

This job description sets out the main duties of the job in April 2021. Such duties may vary from time to time without changing the general character of the post or the level of responsibilities entailed.

Person Specification – Village Caretaker - Maintenance

| | Essential | Desirable |
|--------------------------------|---|--|
| Qualifications | | <ul style="list-style-type: none"> • Good standard of education for example GCSE level grades A-C or equivalent. |
| Experience | <ul style="list-style-type: none"> • Previous experience of routine building and facility maintenance including use of power tools and other powered equipment. | Experience of <ul style="list-style-type: none"> • caretaking work • maintenance of play park equipment • carrying out risk assessments |
| Knowledge, skills and aptitude | <ul style="list-style-type: none"> • Ability to write basic reports about safety and repairs needed for equipment. • Ability to set up and pack down rooms, including moving furniture. • Good communication and interpersonal skills and able to communicate with contractors. • Works safely and methodically. • Self-motivated and able to work on own initiative. • Ability to represent the Parish Council positively. | <ul style="list-style-type: none"> • Knowledge of Bracebridge Heath and surrounding area. • Health and safety awareness including COSHH and fire safety. • Ability to use devices such as a computer or phone to research equipment or resources and write reports. |
| Other | <ul style="list-style-type: none"> • Able to demonstrate flexibility and work some weekends or evenings if required. • Able to travel to, within and beyond Bracebridge Heath if required. • Positive attitude to personal and professional development, willing to undertake training as required. | <ul style="list-style-type: none"> • Own transport and clean driving licence. |

Village Caretaker – Maintenance

Key terms and conditions of employment

- General - The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service.
- Working week - The normal working hours are 16 hours per week.
- Hours of work – To be agreed with postholder.
- Annual Leave - 22 working days plus 8 bank/public holidays, increasing annually to 25 days plus bank/public holidays after 5 years' service, (pro-rata for part time hours).
- Pension - The Council uses the Local Government Pension Scheme administered by the Lincolnshire Pension Fund. The scheme is available to all employees.
- Salary – Within salary range SCP 3 to 5, £18562 to £19312 (pro rata) on the pay scales determined by National Joint Council for Local Government Services (NJC). Pay dependent on the level of experience.
- Travel Expenses – Mileage from your contracted base will be paid at the agreed rate; currently 45p per mile.
- Expenses - The Council will reimburse all expenses incurred in the discharge of the duties in accordance with the expenses policy.
- Pay Method – Salary is paid monthly by transfer to a bank or building society account on the last working day of the month.
- Salary Review – The post holder will be appointed on a fixed-point salary, which is reviewed annually, and an increment may be awarded within the advertised salary scale, subject to satisfactory performance. The salary is also subject to any revisions agreed nationally by National Joint Council for Local Government Services (NJC) as a result of pay negotiations, generally effective from 1 April.
- Appraisal – After initial probationary assessments, you will receive an annual appraisal. Should there be any concern about your performance, other than matters of a disciplinary nature, the Council undertakes to work with you to seek to ensure that necessary training, mentoring and support is provided to ensure that agreed standards of performance are reached in a reasonable agreed time frame.
- Work Location – The main base for this post is the Pavilion, Bath Road, Bracebridge Heath, although the post holder will be required to regularly work throughout the village. The postholder is also expected to attend training at other venues within or outside of the parish, as required.
- Probation – 6-month probationary period.
- Notice Period - After completion of the probationary period, one month by either side, in writing.