

# BRACEBRIDGE HEATH PARISH COUNCIL

The Heath: Village Hall & Library, Red Hall Lane, Bracebridge Heath, LN4 2LB  
07899 888530 – clerk@bracebridgeheath-pc.gov.uk

## Job Description – Caretaker and Facilities Assistant

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<b>Job title</b>	<b>Caretaker and Facilities Assistant</b>
<b>Location</b>	<b>Main base: The Heath: Village Hall &amp; Library</b> <b>Working throughout Bracebridge Heath</b>
<b>Salary</b>	<b>SCP 6 to 9</b>
<b>Hours</b>	<b>12 to 16 hours per week</b>
<b>Responsible to:</b>	<b>Deputy Clerk (day to day supervisor)</b> <b>Clerk to Council (line manager)</b>

### Purpose of role

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

### Specific responsibilities

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#### Village and facility maintenance

- To maintain, effect repairs and improvements to
  - community buildings (this will include repairs to buildings and fixtures, painting and decoration as needed);
  - outdoor facilities and play parks; and
  - council's green spaces including the woodland, cemetery, allotments, and other open spaces.
- To carry out routine inspections of council's facilities and assets for safety and maintenance. This will include regular inspections of Council's play parks, defibrillators, allotments, and building inspections (fire safety equipment, water checks, first aid boxes).
- To provide verbal and written reports about inspections, identifying issues of concern and researching materials and equipment needed to carry out the repair.
- To act as a key holder for Council's facilities.
- To carry out basic gardening and tidying for all parish council areas to include:
  - Weeding and hoeing
  - trimming hedges
  - planting
  - sweeping and clearing leaves.

- To carry out litter picking throughout the village as required to include
  - manual sweeping
  - removal of dog fouling
  - removal of graffiti, gum and fly posting
- To meet and liaise with external contractors about works and to report on work subsequently carried out to ensure it is fit for purpose and meets the agreed specification.
- 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 moving equipment as needed.
- 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 support colleagues with tasks as required.

### **Facility hire bookings**

- To use the bookings software to make and confirm hire bookings for customers, sending all relevant information and liaising with customers as required.

### **Other job requirements**

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- 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 and to be reasonably available to deal with urgent issues outside of working hours.
- To receive instructions from the Clerk or Deputy Clerk as appropriate.

This job description sets out the main duties of the job in February 2025. Such duties may vary from time to time without changing the general character of the post or the level of responsibilities entailed.