



# MARLBOROUGH TOWN COUNCIL

VACANCY FOR

## ASSISTANT CARETAKER

**(Part Time –a minimum of 15 hours pw  
to be worked flexibly)**

**(Pro-rata at £17,072 - Hourly rate of £8.87)**

**Application pack available from  
Council Offices, 5, High Street, Marlborough  
and online at [www.marlborough-tc.gov.uk](http://www.marlborough-tc.gov.uk)**

**Applications to the Town Clerk by Monday, 10<sup>th</sup> April 2017  
and interviews on Tuesday, 25<sup>th</sup> April 2017**

**For an informal discussion, please contact Mrs Sue Fry,  
Office Manager on 01672 512487 or at  
[suefry@marlborough-tc.gov.uk](mailto:suefry@marlborough-tc.gov.uk)**

**Marlborough Town Council is an Equal Opportunities employer**



## **MARLBOROUGH TOWN COUNCIL**

### **POST OF ASSISTANT CARETAKER (Min. 15hrs per week)**

<b>Post Title:</b>	Assistant Caretaker
<b>Location:</b>	Town Hall
<b>Accountable to:</b>	Town Clerk/Office Manager
<b>Hours:</b>	Part time to include evening and weekend work Hours will be a minimum of 15 per week (to be worked flexibly)
<b>Salary:</b>	(Starting £17,072 - Hourly £8.87)

This is a new post and the Assistant Caretaker will be a key member of a small team, providing a frontline service to users of the Town Hall and other Town Council-owned properties.

This post provides excellent experience of working in local government and customer services.

#### **OVERALL PURPOSE OF JOB**

To be responsible for carrying out duties relating to the operation of the Town Hall and other Town Council-owned buildings, liaising with the Office Manager and Caretaker.

#### **KEY TASKS**

1. Maintain and clean all areas of the Town Hall including the outside of the building and those of other Council-owned buildings as necessary.
2. Prepare rooms for functions, meetings and conferences including setting out tables, chairs and associated equipment ensuring that any specific requirements relating to the hire of the facilities are complied with.
3. To attend lettings and functions as required including weekends and evenings.
4. To be a key holder with the responsibility for the security of the Town Hall and other buildings and attend call outs as required when on duty.
5. Undertake routine maintenance of buildings as directed.
6. Liaise with hirers, contract bar staff and caterers during functions.
7. When required, assist with events promoted and organised by the Town Council.
8. Updating information on noticeboards as required and delivery of promotional and other information throughout town
9. Take reasonable care for the health and safety of themselves, colleagues and any other person who may be affected by their work.
10. To undertake any other duties as required by the Town Clerk/Council

## PERSONAL SPECIFICATION

The Assistant Caretaker will be an important point of contact for hirers of the Town Hall and other Council-owned buildings, sometimes providing a first impression of the Town Council. This role requires good communication and organisational skills. It requires being able to work on your own initiative and as a team player. Also, being able to work irregular and unsocial hours.

	<b>Essential Attributes</b>	<b>Desirable Attributes</b>
<b>Qualifications</b>	Evidence of commitment to continuing professional development	Hold a First Aid Certificate  Trained in Manual Handling  Trained in use of Cleaning Materials
<b>Management</b>	Able to prioritise and organise and monitor own daily workloads  Evidence of commitment to high standards	Previous experience in caretaking and/or building management and maintenance
<b>Communication Skills</b>	Good communication skills and ability to build relationships with hirers  Presentable	
<b>Information Technology</b>		Experience and practical IT skills  Experience of lighting and sound equipment
<b>Meetings and Administration</b>		Experience of setting out rooms for meetings  Clerical Skills and numeracy
<b>Other</b>	Reliable and flexible – prepared to work irregular and unsocial hours and act as a key holder	

# MARLBOROUGH TOWN COUNCIL



## MARLBOROUGH TOWN COUNCIL APPLICATION FORM

### Post: Assistant Town Hall Caretaker

Please complete and return to Marlborough Town Council, 5 High Street, Marlborough. SN8 1AA by or before Monday 10<sup>th</sup> April, 2017.

#### Personal Details

Title	Surname	First Names(s)

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Do you need a work permit for permanent employment in the UK? Yes ( ) No ( )

### EDUCATION

From	To	School/College	Subjects	Results

### EMPLOYMENT

Please include any gaps in your work history and list the most recent first. Please continue on a separate sheet if necessary.

From	To	Employer	Job Title	Salary/Reason For Leaving

### **ADDITIONAL INFORMATION**

Having read the Job Description and Person Specification relating to this post, please set out below further information concerning any relevant skills, experience, qualifications and abilities in support of your application.

## REHABILITATION OF OFFENDERS ACT

Upon offer of employment we reserve the right to request a Criminal Records Bureau Disclosure at Standard level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions.

Please provide details of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974.

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### HEALTH DECLARATION

Please give details of any days lost to sickness or health matters of relevance to the work applied for. Please attach any health related information you would like to share with us and place in a sealed envelope marked "Confidential – Health Declaration". This information will not be used in the short listing process.

I have attached an envelope:                      Yes (  )                      No (  )

### REFERENCES

<b>Referee 1 (Current or Most Recent Employer)</b>	<b>Referee 2 (Past Employer or Tutor)</b>
<b>Name:</b>	<b>Name:</b>
<b>Position:</b>	<b>Position:</b>
<b>Address:</b>	<b>Address:</b>
<b>How is this person known to you?</b>	<b>How is this person known to you?</b>
<b>Telephone:</b>	<b>Telephone:</b>
<b>Email:</b>	<b>Email:</b>
<b>Can we contact the referee prior to the interview?</b> Yes ( <input type="checkbox"/> )      No ( <input type="checkbox"/> )	<b>Can we contact the referee prior to the interview?</b> Yes ( <input type="checkbox"/> )      No ( <input type="checkbox"/> )

### DECLARATION

The statements made on this form are true. I understand any false statements may jeopardise my application and may lead to an offer of employment being withdrawn.

**Signed:**                                              **Name (please print)**                                              **Date:**