

January 2020

Re: Caretaker vacancy – Henley Town Council

Thank you for your interest in the Caretaker position at Henley-on-Thames Town Council.

Attached are further details about the post, including a job description and person specification.

If you would like to apply, please submit your CV and a covering letter. The covering letter should state why you are interested in the post, and should address how you feel you meet **each aspect** of the person specification criteria.

The closing date for applications is **Friday 21st February 2020 at 3pm.**

It is anticipated that interviews will be held the week beginning 2nd March 2020.

For more information, please contact the Town & Community Manager, Helen Barnett, on 01491 576982 or email h.barnett@henleytowncouncil.gov.uk.

We look forward to receiving your application.

Yours sincerely,



Sheridan Jacklin-Edward CertHE BA(Hons) MA PSLCC
Town Clerk

Caretaker

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| Position: Caretaker | Salary: £19,554 pro rata per annum (10.16 per hour) |
| Reports to: Town Sergeant | Hours: Zero hours |
| Contract type: Permanent | |
| <p>About the Council</p> <p>The Town Council represents the thriving and picturesque Henley-on-Thames, bordered by both the Chilterns and the River Thames. Henley is renowned for its beautiful market town facilities, its sporting achievements, and an ever-growing programme of cultural and recreational events.</p> <p>The Town Council is the first tier of local government, with 16 councillors and a staff of c.30. We are one of the busiest town councils in the country, providing a wide range of quality services including parks, recreation grounds, open spaces, sports and arts facilities, allotments, cemetery, moorings, car parks, a visitor information service, and community buildings. We also have an extensive property portfolio and significant financial investments.</p> <p>We are a very ambitious town council, dedicated not only to fulfilling our statutory functions, but leading on a wide range of projects and services to benefit the community. Amongst our current projects, the Council is reviewing its Neighbourhood Plan; developing a transport strategy, including a new bus service and measures to improve parking and traffic flow in the town centre; leading on a scheme to improve sustainability and reduce carbon emissions throughout the town; and working on a project to create a new sports pavilion, pitches, parks depot, and more affordable housing for the town.</p> | |
| <p>Purpose of the role</p> <p>To provide efficient and effective caretaking support for the Town Hall, Kings Arms Barn and Old Fire Station Gallery including ensuring that the security and general appearance of the buildings are maintained.</p> | |

Duties and responsibilities

The postholder will work with the Town Sergeant, Assistant Town Sergeant and other members of the Town Council team to maintain our town centre buildings to a high standard, and facilitate events and room hires. Duties and responsibilities include:

1. Locking and unlocking buildings and maintaining building security
2. Preparing rooms for meetings and functions
3. Showing around prospective hirers
4. Acting as a concierge at civil wedding ceremonies
5. Attend and assist at Council-managed events
6. Undertaking routine building repairs and maintenance
7. Undertaking routine cleaning and lifting
8. Be an emergency key holder

Person Specification**Essential**

1. Experience of carrying out routine building maintenance and repairs
2. Presentable with good interpersonal and communication skills
3. Ability to work both independently, and flexibly as part of a team
4. Reliable and trustworthy
5. Good administrative and organisation skills
6. Ability to prioritise work and meet deadlines
7. Willingness to attend appropriate training courses as necessary
8. A good working knowledge of health & safety requirements
9. Diligence and attention to detail
10. The ability to work flexible hours
11. Good working IT knowledge and experience using AV equipment

Desirable

12. Knowledge or experience of working with local authorities
13. Good local knowledge
14. Experience of working on events

Further details

This is a zero hours contract, and so will be from time to time as needed. It is likely that the majority of working hours will be evenings and weekends.

The Town Council is an equal opportunities employer and committed to good staff welfare and also offers a very generous pension scheme.

The position is based at the Town Hall in the centre of Henley, close to all local amenities.

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