



## **LONDON COLNEY PARISH COUNCIL**

### **FACILITIES OFFICER**

We are seeking two people to job share as Facilities Officers, helping us manage our sites – Caledon Community Centre, Napsbury sports pavilion, Morris Recreation Ground pavilion and The Watersplash.

As a Facilities Officer, you will be responsible for ensuring that these buildings are kept clean, tidy and in a good state of repair. Basic duties are:

- Maintenance (changing bulbs, unblocking sinks, minor decoration, and routine repairs)
- Cleaning of the facilities inside and communal areas around the community centre
- Regular safety checks (testing fire alarms)

You will prepare rooms for hire which involves moving furniture and pack them down afterwards. You will also be required to meet and greet our hirers, showing them the facilities and being the first point of contact in the case of any queries.

At the splash park, you will be responsible for closing the park Monday-Friday, cleaning and reporting any maintenance issues to the Grounds Maintenance Manager. At the weekends, you will be responsible for opening/closing and cleaning.

You will need to be a self-motivated individual who takes pride in their role and wants to keep our facilities to a high standard. We will provide you with all the necessary training, uniform, and support to enable you to excel in the role.

#### **Hours of Work:**

This is a part time role, and the basic hours of employment will be 12 hours per week. There are two positions available:

- Tuesday – Friday
- Saturday – Monday

We will agree the core working hours with the successful candidate. In addition, there will be flexible hours for undertaking additional duties across the other sites and covering for sickness/annual leave.

#### **Salary**

The role is graded at SCP 9, which is £11.05 per hour. You will receive 22 days annual leave plus 2 concessionary days.

**JOB DESCRIPTION**  
**FACILITIES OFFICER**

**Reporting to:**           **Grounds Maintenance Manager**

Responsible for:       1.       Management of parish council facilities including maintenance  
                                  2.       Cleaning of parish council facilities

**Duties**

1.   Opening/closing the Council's sites for hirers including showing hirers around the facilities, including sports hirers.
2.   Maintain the Caledon Community Centre, Morris Recreation Ground Pavilion and Napsbury Pavilion including effecting minor repairs and improvements to create an excellent environment for our hirers.
3.   Monitor, operate and arrange maintenance for appropriate site security and fire systems including checking fire escapes and equipment, building facilities and relevant routine testing on a weekly basis.
4.   Monitor utilities consumption across the three sites, so we can ensure the most economical use of utilities.
5.   Maintain and monitor health and safety standards, reporting any failures to comply with the Council's statutory obligations in this area and help ensure that contractor's work meets the required standards.
6.   Litter picking and cleaning of the car park and communal areas around the Caledon Community Centre and Summerfield Surgery.
7.   Carry out portering (including the moving of furniture, setting up and clearing meeting rooms) and cleaning duties between hires within the Caledon Community Centre, Morris Recreation Ground Pavilion and Napsbury Pavilion.
8.   Cleaning of the parish council sites to a specified standard including stock monitoring,
9.   Opening/closing the splash pad during its months of operation (May to September) including cleaning the facilities and reporting any maintenance issues to the Grounds Maintenance Manager.
10.  To act as key holder for community buildings.
11.  To undertake any training and professional development relevant to the role.
12.  To attend and assist at Council events.
13.  To undertake other duties commensurate with the level of the post.

## Person Specification

We will determine if you are the right person for the job using the following criteria if you are offered an interview. Criteria in the essential column is a prerequisite of the role, the other column makes you more desirable to hire. We will offer training to assist you in undertaking the role if you don't have it.

<b>Criterion</b>	<b>Essential</b>	<b>Desirable</b>
Education and Training	Willing to undertake training as required	IT skills
Skills	Good verbal communication	
	Basic DIY skills	
	Ability to set up and pack down rooms including moving furniture	
Knowledge	Awareness of safe working practices	Knowledge of COSHH
		Health and Safety awareness
		Fire safety awareness
Experience	Performing cleaning tasks using a variety of materials and methods	
	Undertaking routine building maintenance and repairs	
Personal/Other	Use of own transport to travel between sites	
	Mobile phone	
	Reliable and trustworthy	
	Self-motivated and able to act on own initiative	
	Flexible approach to work with the ability to work weekends and evenings if required	
	Well presented	