

Heighington Parish Council

Caretaker/Handyperson Job Description

Location: Based at the Jubilee Hall, Heighington but the role holder will be required to work around the parish.

Hours: 12 hours per week. Hours to be arranged with the Clerk and may include weekends, as necessary. Some flexibility will be required, dependent on when the Jubilee Hall and other premises are hired or in use.

Responsible to: The Clerk on a day-to-day basis for the areas of responsibility shown below. The job specification is not totally inclusive of all tasks to be carried out and is subject to change as demand dictates.

Probationary period: The post is subject to a 3-month probationary period.

Main Functions:

1. Acting as key holder for the Jubilee Hall when required. This involves opening and closing facilities for events where it is not deemed suitable to use the key safe. Ensuring that all security procedures are complied with.
2. Out of hours emergency contact for council buildings.
3. Ensuring that all tables and chairs are stored correctly before and after hires and that no fire exits, or firefighting equipment are obstructed.
4. Giving contractors access to our premises (Jubilee Hall, Station Road pavilion, Potterhanworth Pavilion) as required, ensuring that the contractors sign in and are made aware of the local fire procedures.
5. Cleaning of the Potterhanworth Road sports field pavilion.
6. Maintenance of the garden at Jubilee Hall, and planter(s) at the Station Road recreation ground.
7. Maintenance and cleaning of village furniture and signage, including benches and bus shelter.
8. Taking monthly meter readings from each of our premises.
9. Putting up appropriate flags on the High Street flagpole, for specific events.
10. Performing weekly operational checks of our play equipment at Station Road Recreation Ground, Potterhanworth Road Sports Field and Almond Avenue, as required. Training will be provided.
11. Cleaning and minor maintenance of play equipment as above.

12. Cleaning windows and gutters at Station Road Pavilion and Potterhanworth Road Pavilion as required.
13. Ad hoc open space maintenance, including general tidying and litter picking.
14. Completion of weekly/monthly building and safety inspections and reporting any faults or issues to the office. This includes, but is not exclusively restricted to, testing emergency lighting, smoke alarms, checking fire exits and fire extinguishers, testing fire alarms etc.
15. Minor maintenance and/or painting of the premises as required.
16. To undertake any other duties commensurate with the post.

A Council mobile phone will be provided.

A full clean driving licence and access to a car is essential. Business mileage will be paid at the current HMRC rate. Business insurance cover will be required.

Appropriate uniform/PPE will be supplied.

This position requires the post holder to:

- Be able to communicate effectively with members of the public and Council.
- Be able to work under own initiative.
- Comply with risk assessments and policies relevant to the role.
- Operate equipment responsibly and in compliance with health and safety guidelines.
- Ensure that appropriate health and safety measures are adhered to.

Annual Leave: 25 days plus Bank Holidays - pro rata for part-time staff.

Salary: £11.44 per hour, with an increase from 1 April in line with an increase to the National Living Wage.

Pension: NEST pension.

Closing date: 4th August 2024

This role would ideally suit a local person.