



Nailsea Town Council
Past, Present & Future

Nailsea Town Council

Caretaker Job Description and Person Specification

May 2021



Nailsea Town Council

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Job Description

Job Title:	Caretaker
Hours:	Up to 16 hours per week, by agreement.
Reports to:	Town Clerk
Responsible for:	Self and any outside contractors on site.
Role purpose and role dimensions:	<ul style="list-style-type: none">▪ Responsible for ensuring the Tithe Barn and outside space is well maintained and in good order at all times.▪ Unlocking the building and ensuring furniture is set up for hirers.▪ Completing weekly checks on Town Council property in Nailsea.
Key external contacts:	<ul style="list-style-type: none">▪ Contractors/ Suppliers
Key internal contacts:	<ul style="list-style-type: none">▪ Other Council employees▪ Councillors

Key Responsibilities

- To ensure the Tithe Barn is clean, tidy and in a good order on a daily basis.
- To maintain the building itself and undertake any minor repairs necessary. Liaise with office staff to organise larger repair or maintenance projects if required.
- Ensure the building is unlocked and prepared for hirers and Council meetings, including setting up and taking down furniture as required. Ensure the Barn has been left in good condition and secure the building after events. Note: hirers can book the building from 8am until midnight.
- As a keyholder; being a point of contact for the security alarm or emergency services.
- Regular testing of the fire alarm and emergency lighting systems.
- To undertake weekly safety checks of a small number of bus stops, benches and a play area.
- On occasion, in the absence of the Town Orderly, to check specific areas for litter / empty bins as required.
- Daily; to unlock and close the Garden of Rest, checking the site and emptying the bin weekly.
- Weekly; displaying posters at locations in the town.
- Undertake any relevant training required in order to carry out the role effectively.



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General accountabilities and responsibilities	
Green Statement	<ul style="list-style-type: none"> ▪ Seeking opportunities for contributing to sustainable development of the town, in accordance with the Council's commitment to making Nailsea a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
Data Protection/Confidentiality	<ul style="list-style-type: none"> ▪ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence. ▪ Complying with good practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures. ▪ Maintaining client records and archive systems in accordance with Council's procedure, policy and statutory requirements.
Conduct and Whistle blowing	<ul style="list-style-type: none"> ▪ Maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistle blowing) are protected and may make them without fear of recrimination.
Safer Working	<ul style="list-style-type: none"> ▪ Commitment to safeguarding and promoting the welfare of all people who access or use council services.
Equalities	<ul style="list-style-type: none"> ▪ Complying with the Council's commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Health and Safety	<ul style="list-style-type: none"> ▪ Being responsible for your own Health & Safety, as well as that of colleagues and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.



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<p>To contribute as an effective and collaborative member of the team</p>	<ul style="list-style-type: none"> ▪ Taking responsibility for continuing self-development and participating in training and development activities. ▪ Participating in the ongoing development, implementation and monitoring of the Council's plans. ▪ Supporting and contributing to value for money, service efficiencies and improvements.
<p>Flexibility</p>	<ul style="list-style-type: none"> ▪ The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your grading level and competence.

Personal Specification

<p>Job Title:</p>	<p>Caretaker</p>
<p>Minimum education/ qualifications:</p>	<ul style="list-style-type: none"> • Current Drivers Licence
<p>Minimum experience/ knowledge/ skills:</p>	<ul style="list-style-type: none"> • Ability to work in a physically demanding role; lifting and moving furniture. • Ability to follow instructions and manage own time to meet the needs of the role. • Experience of dealing with customers or service users. • Ability to work independently and as part of a team. • Demonstrate tact, diplomacy and courtesy. • Ability to problem solve and learn quickly. • Flexibility in responding to the demands of the job in terms of working hours. • Ability to be positive and motivate self.
<p>Special conditions:</p>	<p>Willingness to work unsocial hours as and when required, including weekend working.</p> <p>As a keyholder the postholder should live within 10 minutes of the Tithe Barn.</p>

<p>Signature of Employee:</p>	<p>Name:</p>	<p>Date:</p>
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