

BRACKLEY TOWN COUNCIL

20 High Street, Brackley, Northants, NN13 7DS
Telephone: (01280) 702441 www.brackleynorthants-tc.gov.uk

Facilities Assistant Required

Salary scale 7-12 (£22,369-£24,496)

**Minimum of 10 hours up to 37 hours – working hours will vary
and almost all of it outside office hours**

Excellent Local Government Pension Scheme

Holiday Pay Scheme

Brackley is a vibrant and growing town on the border of South Northamptonshire, with services expanding to meet the growth. The Town Council currently owns and manages the Grade II* Listed Town Hall, the Old Fire Station and Egerton Hall. It is also responsible for large areas of open space and a cemetery, maintained by an in-house team of estates team.

We require a facilities assistant to join our well-established team who will work under the direction of the Team Leader – Facilities. This is a flexible hours post – core hours will be Friday to Monday but working hours will vary and most will be outside office hours.

The person we are looking for will need to have a willingness to work outside in all aspects of weather. They will have a great attitude, a pleasant customer manner, the ability to take directions and an eagerness to develop skills and knowledge to ensure that our venues are maintained to a high standard. They will be able to demonstrate a high level of security awareness at all times and have knowledge of Health & Safety.

This role will require an enhanced DBS.

You must be authorised to work in the UK.

For an application form and job description please download details from our website www.brackleynorthants-tc.gov.uk or email deputy@brackleynorthants-tc.gov.uk

Closing date: Monday 20 February 2023

Interviews: Week beginning Monday 27 February 2023

JOB DESCRIPTION

New Role:	Facilities Assistant
Salary:	NJC points 7-12
Hours	Minimum of 10 hours up to 37 hours per week (flexible) Core hours will be Friday - Monday
Line Manager:	Team Leader - Facilities
Responsible to:	Operations Manager

JOB PURPOSE

Under the general direction of the Team Leader - Facilities this role is required to help maintain our venues and facilities to a high standard. This is a flexible hours post – working hours will vary and most will be outside office hours.

A timesheet must be completed to show hours worked.

Key Responsibilities

All duties and responsibilities will be carried out with strict regard to Health & Safety Regulations, the Town Council rules and regulations and policies in force.

- To liaise with the Team Leader – Facilities and monitor the diary of bookings.
- To provide sickness and holiday cover for the Team Leader – Facilities.
- Setting up Brackley Town Council venues for bookings, meetings, etc. including heating requirements. To move furniture and other articles within the buildings as necessary to facilitate hirings, meetings or such purpose as the premises may be used for.
- To ensure our building/venue policies and rules are adhered to by hirers
- To leave the venues safe and locked up and alarms set after events when necessary.
- To report any defects or maintenance work required and to assist in the maintenance and upkeep of the buildings (internally and externally).
- To maintain the buildings in a clean and presentable condition suitable for use by user groups and hirers. Where necessary, liaise with the Team Leader to book extra cleans between bookings.
- To replenish consumables in the venues – toilet paper, soap, etc..
- Help keep external areas of the buildings free of litter, leaves, weeds, snow, etc.
- To use and keep secure all cleaning materials and equipment in accordance with current health and safety practices.
- Attend in case of fire alarm activation.
- Be the first point of contact in an emergency, responding to, and resetting of, the building alarm, liaising with the police and alarm company out of hours as needed.
- Undertake training and development as required

Events

Civic/council events will require attendance as determined by the Town Clerk and/or the Estates/Operation Manager

- To assist the Council in the operation of these events as required by providing/moving equipment, barriers etc and assisting with road closures.

Other Duties

The Council operates in a flexible way where all staff support each other across the team. The post holder is expected to share in this.

From time to time, during a local emergency such as flooding or major events, the post holder may be required to work outside of normal working hours.

Carry out other related tasks as may from time to time be necessary, as instructed by the Town Clerk or Estates/Operations Manager.

This role required an enhanced DBS check.

PERSON SPECIFICATION

	Essential Attributes	Desirable Attributes	Method of Evaluation/Testing
Education, Professional Qualifications and Training	<ul style="list-style-type: none"> • Good general education, including numeracy and literacy • Full Valid UK driving Licence • Willingness to undertake relevant training • 	IOSH or other health & safety qualification	Application Form
Communication Skills	<ul style="list-style-type: none"> • Good verbal communication skills, including an ability to relate to and communicate with other team members, office staff, councillors and members of the public 		Application Form and Interview
Experience	<ul style="list-style-type: none"> • Familiarity with appropriate H&S legislation 	Experience working within a facilities environment	Application Form and Interview
Abilities	<ul style="list-style-type: none"> • Physical fitness and ability to access sites in all weathers • Ability to work independently or with the minimum of supervision to given work schedule • Ability to work as part of a team 		Application Form and Interview
General Skills and Personal Qualities	<ul style="list-style-type: none"> • Honesty and a conscientious attitude toward work • Attention to detail and accuracy • Courteousness and helpful attitude • Flexibility regarding working hours • To be capable of withstanding the physical demands of the job • An ability to anticipate expectations and resolve issues 		Application Form and Interview

Employment Application

Please complete **ALL** sections of the form

Job title applied for:	Post Reference Number:
Closing date:	

1. Personal details
Name:
Address:
Post Code:
Telephone Numbers: - Daytime - Evening - Mobile
Email address:

2. Present or Most Recent Employer / Employment	
Name:	Period From: <i>(state month/year)</i>
Address:	Period To: <i>(state month/year)</i>
	Name of Supervisor:
	Telephone Number:
	Basic salary:
Post Code:	Notice period:
Nature of business:	
Position held & nature of responsibilities:	
Reason for leaving:	

3. Previous employment (in date order, starting with most recent)

Please state all employment and account for any gaps.

Failure to do so may result in your application not being considered – particularly if you are applying for a job which is exempt from the Rehabilitation of Offenders Act 1974.

Job Title; Name of Employer and Type of Business:	From (state month & year)	To	Brief summary of duties and reason for leaving (if applicable):

4. Essential and desirable criteria – see the appropriate person specification

*The job specification gives details of the **essential** and **desirable** attributes of our ideal candidate. Please use this opportunity to state clearly how you meet **each** of the criteria set out in the employee specification.*

5. Your reasons for applying for this post:

Please use this space to tell us about your reasons for applying for this post.

6. Reference details

Please give the names and addresses of two people who would be willing to provide a reference concerning your application. **One** of the referees **must be** your current/last employer.

Name:

Address:

Post Code:

Daytime contact number:

Name:

Address:

Post Code:

Daytime contact number:

Is this person your present Yes No
or previous employer?

Is this person your present Yes No
or previous employer?

If you answered 'no' to the above question, in
what capacity does the referee know you?

If you answered 'no' to the above question, in what
capacity does the referee know you?

**References will normally be taken up prior to
interview. Please indicate if your referee can
be contacted at this stage.**

Yes No

**References will normally be taken up prior to
interview. Please indicate if your referee can be
contacted at this stage.**

Yes No

7. Relationship to existing council employees or councillors

If you have any personal relationship to any Brackley Town Councillor, member of a committee of the Council or employee of the Council, please give their name and relationship. Any approach to Councillors or other employees to influence a selection decision will disqualify you. This does not stop a Councillor or employee giving a reference.

8. Education

Please tell us about your education, beginning with the most recent.

Date From	Date To	Name of School, College or University

9. Educational and professional qualifications

You must complete this section if some kind of educational attainment is stated as an essential or desirable attribute on the employee specification. You may include relevant training courses and membership of professional bodies.

Type of Qualification & Level e.g. GCSE 'O' level	Full Title of Subject Taken & Title of Examining Board	Grade or Mark

10. Driving or car ownership status

If the job for which you are applying requires you to drive or carries an Essential Car User allowance please answer the following questions.

Are you a vehicle owner? Yes No

Do you hold a full clean current licence? Yes No

If No, please give details of any penalties or endorsements

Please state any other type of licence you hold (e.g. HGV)

11. Rehabilitation of Offenders

Have you been convicted of a criminal offence which is not spent under the Rehabilitation of Offenders Act 1974?

Yes No

If YES please provide details

12. Right to Work in the UK (Asylum & Immigration Act 1996)

You will be required to produce original documents to prove your eligibility at the interview/assessment stage and bring photocopies of them. Please don't forget to bring them with you, otherwise we will not be able to progress your application any further.

13. Special Requirements

Do you have any special requirements if you were invited to interview/assessment?

If YES please provide further details

12. Declaration

The details given by me are correct to my knowledge and belief. I understand that canvassing will automatically disqualify my application. I also understand that my application may be rejected or my employment may be terminated for withholding relevant details or giving false information. This declaration also covers information provided in a CV or other document.

Signature:

Date:

If returning this form electronically, please type your full name in the space above and that will be treated as a signature.

Please return completed application form to:

Mrs Kathy Hale, Deputy Town Clerk, Brackley Town Council, 20 High Street, Brackley Northants NN13 7DS

For office use only

EO Interview	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Shortlist	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Reference one	<input type="checkbox"/> Requested	<input type="checkbox"/> Returned		
Reference two	<input type="checkbox"/> Requested	<input type="checkbox"/> Returned		
Medical check	<input type="checkbox"/> Requested	<input type="checkbox"/> Returned		
CRB check	<input type="checkbox"/> Standard	<input type="checkbox"/> Enhanced	<input type="checkbox"/> Requested	<input type="checkbox"/> Returned

Equality and diversity monitoring form

BRACKLEY TOWN COUNCIL wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The Council needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

The information you provide will stay confidential, and be stored securely and limited to only those staff with Human Resources responsibilities.

Please return the completed form with your application to:
Mark Stopps, Brackley Town Council, 20 High Street, Brackley, Northants NN13 7DS

Gender Male Female Prefer not to say

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59
60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish
British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say Any other mixed background, please write in:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say
Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say
Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours
Annualised hours Job-share Flexible shifts Compressed hours
Homeworking Prefer not to say If other, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None Primary carer of a child/children (under 18)
Primary carer of disabled child/children
Primary carer of disabled adult (18 and over) Primary carer of older person
Secondary carer (another person carries out the main caring role)
Prefer not to say

Note: This form will be detached from your application and will not be used in determining your suitability for the post.