



## Facilities Assistant Required

### Join Our Team at the Heart of the Community

Brackley Town Council is looking for a practical, reliable and customer-focused Facilities Assistant to support the day-to-day running of our well-used community venues, including the historic Town Hall.

This is a varied and rewarding role where no two days are the same — from preparing venues for events and hosting weddings, to ensuring our buildings are clean, safe and welcoming for residents and visitors alike.

This opportunity would suit someone who enjoys working with people, takes pride in maintaining high standards, and has an interest in local council services. There is also scope for career progression within the organisation.

### What You'll Be Doing

- Managing and supporting bookings to ensure smooth operations
- Maintaining buildings to a high standard of cleanliness, safety and presentation
- Securing and monitoring venues as required
- Preparing and setting up rooms for bookings, meetings, events and weddings
- Hosting weddings at the Town Hall
- Conducting venue viewings for prospective customers
- Supporting civic and community events

### What We're Looking For

- A friendly, approachable and professional manner
- Experience in a customer-facing or practical role
- Strong organisational skills and attention to detail
- Ability to work independently and as part of a team
- Basic IT skills

### Requirements

- Must be Brackley-based
- Capable of meeting the job's physical requirements
- Must have a full UK driving licence and access to own vehicle

### What We Offer

- A varied and engaging role in a supportive team
- Opportunity to be involved in weddings and community events
- Career development opportunities within the Council
- Local Government Pension Scheme
- Uniform provided
- Mileage expenses reimbursed



## Apply Now

For an application form and full job details, please visit:

 [www.brackleynorthants-tc.gov.uk](http://www.brackleynorthants-tc.gov.uk)

 Or email: [facilities@brackleynorthants-tc.gov.uk](mailto:facilities@brackleynorthants-tc.gov.uk)

Closing date for applications: Friday 31 July 2026

Interviews: Week commencing 3 August 2026.



## **JOB DESCRIPTION**

|                        |                                                             |
|------------------------|-------------------------------------------------------------|
| <b>New Role:</b>       | Facilities Assistant                                        |
| <b>Salary:</b>         | NJC points 7-12 (£13.69-£14.82 per hour)                    |
| <b>Hours:</b>          | Up to 37 hours per week working Friday to Tuesday inclusive |
| <b>Line Manager:</b>   | Facilities Manager                                          |
| <b>Responsible to:</b> | Town Clerk                                                  |

## **JOB PURPOSE**

Under the general direction of the Facilities Manager, this role is required to help maintain our venues and facilities to a high standard.

A timesheet must be completed to show hours worked.

## **Key Responsibilities**

### **Facilities & Maintenance**

- Maintain venues to a high standard of cleanliness, safety and presentation
- Carry out basic maintenance tasks and report defects promptly
- Replenish consumables and ensure facilities are fully operational
- Ensure buildings are opened, secured and alarmed as required

### **Venue Operations & Bookings**

- Coordinate and manage venue bookings, ensuring accurate scheduling and preparation through our bookings software – training will be given
- Conduct viewings of venues for prospective hirers, including weddings and events
- Set up rooms, furniture and equipment to meet booking requirements
- Ensure all hirers comply with venue policies and conditions of hire

### **Events & Weddings**

- Support and host events at Council venues, including weddings at the Town Hall
- Act as a point of contact during events, ensuring smooth operation and a positive customer experience
- Assist with civic and community events as required – this may include evenings and time off in lieu will be given

### **Health & Safety**

- Ensure compliance with relevant Health & Safety regulations
- Safely use cleaning materials and equipment
- Respond appropriately to alarms or emergencies when required



### **General Duties**

- Travel between sites (own vehicle essential – mileage reimbursed)
- Support wider Council activities during events or local emergencies
- Participate in training and development opportunities

### **Additional Information**

- Uniform will be provided
- Applicants must live locally (Brackley-based)



## PERSON SPECIFICATION

|                                    | Attributes                                                                                                                                                                                                                                                                                                                                                                           | Method of Evaluation/Testing   |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <b>Qualifications and Training</b> | <ul style="list-style-type: none"> <li>• Good general standard of education (including numeracy and literacy)</li> <li>• Full Valid UK driving Licence</li> <li>• Willingness to undertake training</li> </ul>                                                                                                                                                                       | Application Form               |
| <b>Experience and Knowledge</b>    | <ul style="list-style-type: none"> <li>• Experience in a customer-facing role</li> <li>• Understanding of basic Health &amp; Safety principles</li> <li>• Experience of working in a practical or facilities-based environment</li> </ul>                                                                                                                                            | Application Form and Interview |
| <b>Skills &amp; Abilities</b>      | <ul style="list-style-type: none"> <li>• Strong organisational skills and ability to manage multiple bookings</li> <li>• Ability to work independently and as part of a team</li> <li>• Physically capable of manual handling and working across sites</li> <li>• Basic IT skills (e.g email, Word, booking system)</li> <li>• Ability to adapt to a varied work schedule</li> </ul> | Application Form and Interview |
| <b>Personal Qualities</b>          | <ul style="list-style-type: none"> <li>• Friendly, professional and approachable manner</li> <li>• Reliable and flexible with a strong work ethic</li> <li>• High attention to detail and pride in maintaining standard</li> <li>• Proactive, practical and solution-focused</li> <li>• Interest in community services</li> </ul>                                                    | Application Form and Interview |
| <b>Desirable Criteria</b>          | <ul style="list-style-type: none"> <li>• Experience in supporting events or weddings</li> <li>• Previous work in a council, public sector or community setting</li> <li>• Knowledge of venue or facilities booking systems</li> </ul>                                                                                                                                                | Application Form and Interview |