

APPLICATION PACK

Evening/Weekend Attendant for Telscombe Civic Centre: Part-time Job share

SECTOR: Local Government

JOB TITLE: Evening/Weekend Attendant. 273 set paid hours p.a. (10.5 every other week) plus possible additional hours.

LOCATION: Telscombe Civic Centre, 360 South Coast Road, Telscombe Cliffs, BN10 7ES

SALARY: SCP 5 - £11.21 per hour, actual salary £3,060.33 p.a. (pay award pending)

COMPANY NAME: Telscombe Town Council

An exciting opportunity has arisen in our small friendly team based at Telscombe Civic Centre, which is a welcoming hub for the Community. Working within our Caretaking team, the role of the Evening/Weekend Attendant is pivotal to the ongoing smooth running of the Civic Centre and to meet requirements of the evening and weekend hirers. Duties will include opening and closing, preparing the Civic Centre for hirers (to include moving furniture) and securing after use, cleaning and possible minor repair/maintenance works. You will need to meet and greet hirers so good communication skills are required. Minimum of 10.5 hours per week, but additional hours may be required depending on bookings; flexibility is therefore essential. It is a job share position working one week on and one week off, Monday to Sunday. You will also be a key holder and should therefore ideally live locally. Additional hours worked will be paid at plain time rate.

Telscombe Town Council

Telscombe is a small town covering the area of Telscombe Cliffs, Telscombe Village and East Saltdean. The Council oversees local service delivery and supports the development of services for local residents. The Civic Centre is the main Council focus and provides a range of facilities and activities for local residents including, exercise classes, education and social events.

How to apply

Complete the attached application form (NO CV's) and return to Stella Newman, Town Clerk, Telscombe Civic Centre, 360 South Coast Road, Telscombe Cliffs, E Sussex, BN10 7ES or email to stella.newman@telscombetowncouncil.gov.uk

CLOSING DATE – Friday 14th July 2023

Applicants will be invited for interview within 2 weeks of the close date. If you do not hear within 2 weeks, unfortunately you have not been successful on this occasion.

TELSCOMBE TOWN COUNCIL



JOB DESCRIPTION

POST TITLE:	Evening/Weekend Attendant – Job Share
PLACE OF WORK:	Telscombe Civic Centre
RATE OF PAY:	SCP 5, £11.21 per hour (<i>pay award pending</i>)
RESPONSIBLE TO:	Town Clerk/RFO

Job Description

Working within our Caretaking team, the role of the Evening/Weekend Attendant is pivotal to the ongoing smooth running of the Civic Centre and to meet requirements of evening and weekend hirers. The nature of the job requires liaison with the Town Clerk and admin staff.

You will be responsible for security of the premises, monitoring of cleanliness of the building and light cleaning of offices and other areas, checking of the central heating system, minor maintenance/repair work if required, as well as the arrangement of space to meet users' needs as necessary.

Specific Responsibilities

1. To open/close and prepare the Civic Centre for hirers, including moving of furniture as required, meeting hirers to ensure all their requirements are met, re-arranging furniture if necessary and showing them how equipment works (cookers, dishwasher etc).
2. To monitor the Civic Centre during hire periods to ensure the safety and security of the building and hirers and act as fire marshal.
3. Overall security of the premises and ensuring all rooms of the building are empty and secure at the end of each hire - turn off equipment, close all windows, close internal doors and ensure fire exit doors are shut, turn off lights, set the alarm and secure the premises after use.
4. To be a key holder and a point of contact in the rare event of an emergency/call out.
5. To carry out all aspects of cleaning and tidying of the internal/external areas of the building including offices, rooms, corridors, kitchens, toilets and removal of litter from front door area, external grounds and car park.
6. To ensure that clear passage is maintained on fire escape routes and to emergency exits at all times.

7. To undertake regular inspections of the building including ensuring all lights and heating are working, to replace light bulbs if required and to report any defects to the Town Clerk.
8. To ensure caterers or other services brought in by hirers observe the health and safety requirements of the building and to check equipment after use by hirers/caterers.
9. To keep paths and entrance free of ice and snow.
10. To attend relevant training courses or seminars including first aid, fire marshal and health & safety and become familiar with the relevant Health & Safety Legislation (Health and Safety at Work Act).
11. To cover for the other Evening/Weekend Attendant during holiday, illness and busy periods and also, when possible, for the day caretaker.
12. To liaise weekly with the Admin Assistant to establish a forward timetable for hiring and room layouts and requirements of hirers and if possible, to attend a weekly staff meeting (normally on a Friday morning).
13. To complete a time sheet each day on arrival and departure, sign and submit it each week to the Town Clerk confirming the times of attendance.
14. To undertake other duties as may be required from time to time by the Council or Town Clerk.

Additional Information – Working Hours

The minimum paid working hours will be 273 per annum (10.5 per week every other week). You will work a shift rota one week on and one week off, Monday to Sunday.

Due to the varying hirers at the Civic Centre, it is difficult to fix specific working hours and the post therefore requires some flexibility. You may be required to work hours depending on bookings at the Civic Centre during the following times:- 5.30pm–10pm Mon-Fri; 9am-midnight Sat and 11am–4pm Sun.

You will liaise closely with other attendants as part of your job share role. Extra hours that may be necessary will be agreed in advance with your Line Manager. The rate of pay reflects the unsociable working hours, and any extra hours worked within the above times will be paid at plain time rate of £11.21.

TELSCOMBE TOWN COUNCIL



EVENING/WEEKEND ATTENDANT PERSON SPECIFICATION

ATTRIBUTES	Essential	Desirable
<p>1. Education/Qualifications:</p> <ul style="list-style-type: none"> • Knowledge and understanding of the requirements of a caretaking role • Willingness to undertake development and training in relevant systems, health and safety 	<p>√</p>	<p>√</p>
<p>2. Skills and Knowledge:</p> <ul style="list-style-type: none"> • Good communication skills with ability to communicate with members of the public • Knowledge of health and safety procedures and precautions • Awareness of health and hygiene procedures • Able to work on own initiative • Ability to perform minor repairs/maintenance work 	<p>√</p> <p>√</p>	<p>√</p> <p>√</p> <p>√</p>
<p>3. Previous Experience:</p> <ul style="list-style-type: none"> • Caretaking experience • Maintenance or premises management experience • Use of cleaning equipment • Experience of systems in relation to boiler & security systems etc 		<p>√</p> <p>√</p> <p>√</p> <p>√</p>
<p>4. Attitudes and Disposition:</p> <ul style="list-style-type: none"> • Flexible and adaptable in their working hours and duties • Ability to cover holiday/sickness periods • Ability to cover holiday/sickness periods during the day • Totally reliable and trustworthy • Live within close proximity to Civic Centre 	<p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p>



Application Form - Private and Confidential

Please Note That CVs Will NOT Be Considered

Telscombe Town Council is an equal opportunities employer and welcomes applications from all sections of the community.

Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required. Page 1 will be detached from the rest of the application and will be held by (the HR Department).

Job Details			
Post applied for:	Evening/Weekend Attendant, Job Share. Total 273 per annum set paid hours (additional hours may be required)	Job Reference:	N/A
If the post is full-time, would you be prepared to consider working on a job-share basis?			<input type="checkbox"/> Yes N/A <input type="checkbox"/> No
If job-share, please state preferred days/hours per week: Shift rota as detailed in job description			
Personal Details			
Family Name:		Forename(s):	
Preferred title (eg Mr/Mrs/Miss/Ms/Dr/Other):			
Address:			
Post Code:			
Telephone numbers		Mobile:	
Home:		Work: (OK to contact?)	
Personal email: (This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate)			
Asylum and Immigration Act 1996. It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy us that the Asylum and Immigration Act 1996 is being complied with.			
Do you require a work permit to work in the UK?			Yes No
References			
<i>(please refer to the Guidance Notes for Job Applicants)</i>			
Name:		Name:	
Job Title:		Job Title:	
Name of Organisation:		Name of Organisation:	
Address:		Address:	
Post Code:		Post Code:	
Tel No:		Tel No:	
How long have you known this person and in what capacity?		How long have you known this person and in what capacity?	
Are you happy for us to contact this referee prior to interview? Yes/No (please indicate)		Are you happy for us to contact this referee prior to interview? Yes/No (please indicate)	

Name of Applicant: (please print your name clearly)	
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Present or Most Recent Employment
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Name & Address of employer:

Post Code:

Job Title:	Dates employed:
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Current or final salary:	Period of notice required:
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Why are you thinking of leaving / why did you leave?

Please give a brief outline of your main responsibilities and achievements:

Previous Employment
<i>Please list all previous employment in chronological order (most recent first)</i>

Dates From to	Name & Address of Employer	Job Title and outline of main responsibilities	Reason for leaving

Education & Qualifications

Please give details of all educational qualifications obtained and those currently being pursued

Name of School, College, University, etc	Dates attended From/to	Subjects studied / Qualifications worked towards	Grades and year obtained

TRAINING

This includes trade/professional training, government training schemes, apprenticeships, short courses and secondments

Course Title	Organisation	Dates

Membership of Professional Institutes

Institute	Level of Membership	Year of Award

Other Experience

Details should be given for any period not accounted for by full-time employment, education and training, eg unemployment or voluntary work.

Experience	From/To

Information in Support of Your Application

(Please complete & refer to the Guidance Notes for Job Applicants)
If further space is needed, please continue on a separate A4 sheet.

The Working Time Regulations 1998

(please refer to the Guidance Notes for Job Applicants)

Employment which you intend to continue if successfully appointed to the post applied for.

Please complete and sign either Part 1 or Part 2. Please declare any other job whether it is with local authorities, public bodies or with private companies.

Part 1 – No other Employment

I confirm that I do not have any other employment.

Signature:

Print Name:

Date:

Part 2 – Other Employment (including any freelance or self-employed work)

All other employment that I have is detailed below:

Job Title & Organisation	Number of hours per week including overtime	Start Time (please use 24 hour clock)	End Time (please use 24 hour clock)

Signature:

Print Name:

Date:

Rehabilitation of Offenders Act 1974

Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Telscombe Town Council uses the Disclosure Service (DBS) to assess applicants’ suitability for positions of trust. Unless the nature of the position allows Telscombe Town Council’s interviewing managers to ask questions about your entire criminal record we only ask about “unspent” convictions.

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Additional Information

Driving Licence:

Do you hold a current driving licence?

Yes
No

Are you a car owner or do you have access to a car?

Yes
No

If YES, please state the type of licence you hold:

Do you have any current endorsements?

Yes
No

If YES, please specify:

Declaration

I declare that the information contained in the application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

Data Protection:

Please note that all recruitment documents, including application forms, for unsuccessful applicants will be kept in secure conditions for a period of 6 months, after which they will be destroyed.

I understand that if the position I am applying for involves contact with vulnerable groups, if I am successful, an Enhanced DBS Disclosure will be applied for.

If I accept employment with Telscombe Town Council, I consent to my personal information being held by the organisation for the administration of my Contract of Employment.

Signed:

Date:

Name:

If this form has been completed electronically, please tick box to indicate your consent and, if you are invited for interview, please remember to bring a signed copy of this form with you.

Brief Guidance Notes for Job Applicants

Please complete the different sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

Closing date for receipt of completed application forms is Friday 14th July 2023.

Equality of Opportunity

The use of our own Application Form rather than individual CVs helps to ensure equality of opportunity during the selection process. Please note therefore that CVs will be disregarded.

Information in Support of your Application

This is your opportunity to tell us why we should offer you the position.

Please give your reasons for applying for this post and **explain how you meet the person specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements.** If further space is needed, please continue on a separate A4 sheet.

Working Time Regulations 1998

The Working Time Regulations were introduced in 1998 as a health and safety measure. **Average weekly working hours are limited to 48 hours** (normally calculated over a 17 week period).

Employers are required to take all reasonable steps to ensure that the limits to working times are not exceeded. This includes inquiring whether a person is working elsewhere. All applicants are therefore asked to declare all other employment.

Please note that if you do have other jobs, your application will still be assessed on your suitability to do the job you are applying for. At this stage, any other jobs you declare will be ignored. If you are selected for interview, the implications will be carefully discussed with you. TTC may consider it necessary to discuss the situation with your other employer (s) but only with your permission.

Depending on the overall situation and the outcome of discussions with you, Telscombe Town Council will have the following options:

- Not to offer you the appointment.
- Offer the appointment on reduced hours.
- Offer the appointment providing the other work is relinquished (or the hours reduced).
- Offer the appointment and enter into an agreement with you to opt out of the weekly working time limit.

References

A minimum of two references are required and they should be your two most recent employers including your current employer, if you are in employment. If you have only just finished your education and have little or no work experience, please provide a referee from your school, college or university as well as a personal referee. If in the job advertisement, the position is subject to a successful Enhanced DBS disclosure, at least one referee must be someone who has directly supervised you in a similar role. References will not be taken up without your prior agreement.