



Oundle Town Council

The Courthouse - Mill Road - Oundle – Peterborough - PE8 4BW

Telephone: 01832 272055

Email: admin@oundle.gov.uk Website: www.oundle.gov.uk

'Oundle Town Council's vision for Oundle is that it remains a beautiful thriving market town renowned for being a fantastic place to live, work and a joy to visit'.

Three vacancies exist for Caretakers to work at The Courthouse and Fletton House the new community building in Oundle refurbished by Oundle Town Council and due to open on 1st September 2015.

Under the overall direction of the Town Clerk, the Caretakers shall be responsible for helping to deliver the Council's vision through effectively and efficiently caretaking the Council's public buildings to ensure the buildings are well presented, maintained and secure.

The hours of work will be from 6am to 8am at Fletton House to include opening the building plus half hour per evening to lock up plus 8.30am to 9am at The Courthouse.

The roles will cover the following shifts:

Monday - Wednesday = 9 hours

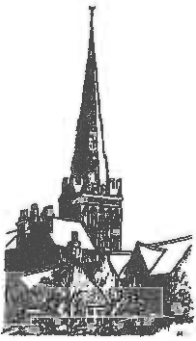
Thursday to Sunday = 12 hours

The hourly rate of pay is £7.21 per hour (SCP8), with the opportunity to participate in the Local Government pension scheme.

If you are interested in this position, please contact us on 01832 272055 or visit www.oundle.gov.uk or www.oundle.info or call in at The Courthouse to obtain a Job Description and Person Specification. Applications should be made in writing and received by 10 July 2015; a current CV must be enclosed, detailing your qualifications, skills and knowledge as well as your work and education history.

Shortlisted candidates will be invited for interview on 16th July 2015.

Oundle Town Council operates an Equal Opportunities Policy and all applicants will be given equal opportunities in employment regardless of gender, age, race, disabilities, caring responsibilities, ethnic origin, sexual orientation, religious beliefs and / or trade union membership.



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JOB DESCRIPTION –CARETAKER FLETTON HOUSE AND THE COURTHOUSE

Overall Responsibilities

Under the direction of the Clerk or any other Officer as may be designated by the Town Council, the Caretaker shall be responsible for janitorial, cleaning, minor maintenance and security of the premises.

Specific Duties

1. Security of the premises and key-holder duties and emergency call-out as necessary.
2. Ensure appropriate operation of heating and replacement of lighting as required.
3. Liaison with Clerk/Office in connection with janitorial, cleaning, maintenance and security of the premises.
4. Ordering and collection (through Town Council Office) materials and equipment.
5. General cleaning of all areas including dusting, polishing, vacuuming and mopping to standards in accordance with Environmental Health, using appropriate equipment and powered machinery.
6. Porterage and handyman duties.
7. Maintenance of floor surfaces e.g sealing, stripping and re-polishing as required.
8. Laundry of towels, dishcloths, tea towels, etc. as required.
9. Keeping exterior areas around exit doors free of litter and weeds and in good order.
10. Keeping waste water drains clear.
11. Assuring external approaches i.e. steps to front door and disabled ramp to side door are cleared of snow and ice in winter and duly salted.
12. Disposal of waste material to nominated site in nominated refuse sacks.
13. Security and cleaning in connection with lettings, which will include locking and unlocking premises as required.
14. Reading gas and electricity meters and providing this information as requested.
15. Ensuring all Health & Safety requirements are adhered to and all relevant certification is up to date and on display i.e. fire extinguishing testing, licensing.
16. Ensuring personal contact details are clearly on display within the hall for emergency contact purposes.
17. Other duties which may arise from the use of the building and as requested by the Office.
18. Covering the Caretaker role of other Council premises as and when required.

This Job Description reflects the major tasks to be carried out and the level of responsibility which the post-holder will be required to work, but is not exhaustive and may be amended at the discretion of the Clerk. Reviews and any consequential changes shall only be carried out following consultation with the post-holder.

