

JOB VACANCY

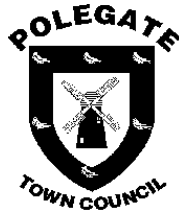
MAINTENANCE PERSON

Polegate Town Council requires an experienced, enthusiastic maintenance person to respond to a variety of requests for repairs and general maintenance of its buildings and grounds. In addition, holiday cover for playground safety checks and a variety of other duties as required. Mobility between sites is essential and successful applicants will need use of their own vehicle, for which a mileage allowance will be paid. The applicant will need to the use of a mobile phone when working due to lone working conditions for which a top-up may be paid from time to time.

Wage: £8.72 per hour
Hours: 20 per week (average)
Duration: permanent
Closing date: 31st January 2018

Applicants should apply by application form, (you may attach a full CV in support of your application form), to:
Polegate Town Council, Council Offices, 49 High Street, Polegate, East Sussex BN26 6AL

For further information please telephone the Town Clerk - 01323 488114.



**Polegate Town Council,
Council Office, 49 High Street, Polegate BN26 6AL
Telephone: 01323 488114**

*Town Clerk – Mrs Jo Ognjanovic e-mail - admin@polegatetowncouncil.gov.uk
Town Mayor – Cllr Angela Snell email cllr.a.snell@polegatetowncouncil.gov.uk*

Application Form	
Position Applied for	Maintenance Person
Name:	Address:
Email:	
Telephone Number:	Mobile number:

Employment Details		
Name & address of employer	Dates From – To	Title & brief description of duties

Details of Secondary & Further Education		
Name & address of institution	Dates From – To	Examinations Gained

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Professional Qualifications

Interests & Hobbies

Additional Information to Support Your Application

Rehabilitation of Offenders Act 1974

Please give details of any 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974. The Council uses the Disclosure and Barring Service to assess applicants' suitability for positions of trust. Unless the nature of the position allows the Council's interviewing panel to ask questions about your entire criminal record we only ask about 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position at the Council.

Medical History or State of Health (Is there anything concerning your medical history or state of health that is relevant to this application?)

The Working Time Regulations 1998 – 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 and Organisation	Number of Hours worked per week including overtime	Start Time	End Time

References (please provide one personal reference and one from your current or last employer)

Driving Licence			
Do you hold a current Driving Licence	Yes / No	Are you a car owner or have access to a car?	Yes / No
If Yes please state type of licence held			
Do you have any current endorsements Yes / No			
If YES please specify			

Declaration

I declare that the information contained in this application 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 all recruitment documents including application forms, for unsuccessful candidates will be kept in secure conditions for a period of 12 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, a Disclosure and Barring Service check will be applied for.

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

Signed:

Name:

Date:

Please return this form to

Polegate Town Clerk
Council Office,
49 High Street,
Polegate
BN26 6AL

POLEGATE TOWN COUNCIL

MAINTENANCE PERSON JOB DESCRIPTION

Job Purpose

To keep all property of Polegate Town Council maintained to a good standard
To carry out minor grounds maintenance work

Main Duties

1. To identify and note the main areas of maintenance need by visual inspection
2. to undertake regular recorded inspections of Council land and buildings
3. To carry out regular minor maintenance of the Council's buildings, bus shelters, roadside and other seats and other assets as required.
4. To keep the Council's pavilion and office area at Wannock Road in a clean and tidy condition, and to clean up after all Cricket and Football matches. To keep the Council's garage and store in a clean, tidy and safe condition, in accordance with COSHH and Health and Safety guidelines.
5. To keep the Council's other buildings such as the High Street toilets and 49 - 51 High Street in a clean and tidy condition, and to clean up after all hires.
6. To ensure that all access to council buildings is safe and in accordance with Health & safety guidelines. (including gritting/salt spreading when required).
7. To carry out grass cutting, strimming, hedge cutting and weed control to Council owned recreation grounds, children's play areas, other grounds and allotments as required. Monitor the Council's grounds maintenance contract for compliance with the contract specifications.
8. To carry out all minor maintenance required in the Skatepark and children's play areas and to report all other matters requiring attention forthwith to the Town Clerk. If required clear litter from these areas.
9. To make occasional health and safety inspections of the Skatepark and equipment in the children's play areas and to record same.
10. To litter pick elsewhere as required by the Town Clerk.
11. To act as caretaker for council buildings when rented out, unlocking, locking up and tidying up cleaning after events as and when required by arrangement.
12. To comply with all health and safety regulations including the use of protective clothing.

13. To carry out any other work as may be deemed necessary by the Town Clerk that come within the overall responsibilities of the post

Working arrangements

Supervision

Responsible directly to the Town Clerk.

Hours of Work

An average of twenty hours per week, worked flexibly, to meet the needs of the service. Where appropriate, additional hours may be required.

Employment Conditions

The conditions of employment are outside of any jointly negotiated agreements. The position carries a statutory holiday entitlement.

Pensions:

Polegate Town Council comply with the Government's Auto-enrolment Regulations and offer employees admission to the NEST (National Employment Savings Trust) Scheme. Currently, the salary of the position does not require the Council to Auto-enroll you into its scheme, however, you may join the pension scheme, if you so wish, details will be included on acceptance of the post.

Grievance and Disciplinary Procedures

The Council's approved grievance and disciplinary procedures are applicable to this post

Person Specification

Position: Maintenance person

Criteria	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> • 4 GCSEs or equivalent (NVQ) 	<ul style="list-style-type: none"> • COSHH qualification/awareness • Manual handling • Working at height • Pest & weed management training • Carpentry • Plumbing (current) • Electrical (current)
Knowledge, skills and abilities	<ul style="list-style-type: none"> • Knowledge of COSHH • Good organisational and maintenance skills • To be able to move heavy objects, set up rooms with desks, tables chairs • Ability to install fencing, carry out strimming, working on uneven ground including allotments, play areas and recreational fields • Basic tree maintenance/gardening skills 	<ul style="list-style-type: none"> • Carpentry skills • Plumbing skills • Electrical skills • Health & Safety • Risk Assessments
Experience	<ul style="list-style-type: none"> • Buildings/property maintenance • Basic grounds maintenance 	<ul style="list-style-type: none"> • Understanding of local government (County/District/Town and Parish)
Personal attributes	<ul style="list-style-type: none"> • Confident communicator • Positive attitude • Able to manage and prioritise own workload • Flexible approach to working • Able to work under pressure • Good sense of humour • Ability to work in a small team 	

<p>Other (eg driving licence or access to private means of transport or ability to demonstrate how they will meet this requirement)</p>	<ul style="list-style-type: none">• Able to attend meetings including evenings when required• Full clean driving licence• Use of car for work related purposes• Occasional weekend working• Able to attend relevant courses/training days	<ul style="list-style-type: none">• Use of own van/trailer
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