

Job Description Caretaker/Administrator Bradville Hall

The Job

The Hall is the focal point for the community to come together for a multitude of social events. Reporting to the Supervising Councillor the job is to provide day-to-day running of the centre.

Working Hours will be 40 Hours per week, to include some evening, weekend and Bank holidays, with the possibility of overtime. From time-to-time additional evening work will be required and participation in Parish Council meetings or organised coach trips run by the Parish Council.

Primary Aspects of the Role

- To be the face of the Parish Council in welcoming the public to the Hall with enthusiasm and excitement
- To maintain a booking system for organisations/individuals
- To engage with residents of the community and facilitate the use of the Hall to meet their needs, wherever possible
- To report to the Supervising Councillor on a weekly/monthly basis
- To maintain the Hall to a high standard of safety, cleanliness and hygiene (subcontracted activity) in line with SPC Policies
- Ensuring that all relevant costs are minimised contributing to the Hall's profit and loss performance
- To comply with all SPC General Policies
- To be the key holder for the building
- To prepare/set up the Hall ready for use
- Liaise with hirers

Job Requirements

- GCSEs in Maths and English or equivalent qualifications or experience
- Ability to produce high quality work, in the form of reports, to a deadline
- A minimum of 3 years experience working in a similar environment
- Strong organisational skills, comfortable managing multiple projects and priorities
- Computer literate – experience of working with data systems desirable
- Must show a genuine passion for people, irrespective of age, gender, race or religion
- Can demonstrate excellence in customer service
- Strong listening and collaboration skills
- Team player

- A current First Aid qualification is desirable, but training can be provided for the successful candidate
- An overview of Food Hygiene requirements and legislation is essential
- To liaise with residents' associations
- A broad understanding of the different social activities undertaken within the Hall i.e. painting, dancing, cooking, etc
- To have a current DBS check (must be obtained prior to appointment being confirmed)
- Maintain a booking list (propriety software)
- Raise purchase orders where necessary

Current Training Opportunities

Provided by Stantonbury Parish Council or an external provider.

- Health and safety in line with Stantonbury Parish Council Policies
- Health and safety in the workplace
- Risk Assessment
- Food Hygiene
- First aid to a senior level/with a potential for a defibrillator to be available on the outside of the Hall
- IT training
- Financial training in line with software used
- Administrative, time management, organisational skills
- Telephone training
- How to deal with the public
- Policies and procedures
- Fire Marshall training
- Lone worker training

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