

HENLEY ON THAMES TOWN COUNCIL

JOB DESCRIPTION

POST TITLE:	Assistant Town Sergeant
HOURS:	40 per month (plus potential overtime)
SALARY:	£19,554 - 21,589 pa pro rata (£4,878 - £5,386 pa actual)
PURPOSE:	To provide an efficient and effective caretaking support for the Town Hall, Kings Arms Barn and Old Fire Station Gallery including ensuring that the security and general appearance of the buildings are maintained.
LINE MANAGER:	Town Sergeant

DUTIES AND RESPONSIBILITIES:

The postholder will work with the Town Sergeant and other members of the Town Council team to maintain our town centre buildings to a high standard, and facilitate events and room hires. Duties and responsibilities include:

- Locking and unlocking buildings and maintaining building security
- Preparing rooms for meetings and functions
- Showing around prospective hirers
- Acting as a concierge at civil wedding ceremonies
- Attend and assist at Council-managed events
- Undertaking routine building repairs and maintenance
- Undertaking routine cleaning
- Be an emergency key holder

PERSON SPECIFICATION

Essential

- Experience of carrying out routine building maintenance and repairs
- Presentable with good interpersonal and communication skills
- Ability to work both independently, and flexibly as part of a team
- Reliable and trustworthy
- Good administrative and organisation skills
- Ability to prioritise work and meet deadlines
- Willingness to attend appropriate training courses as necessary
- A good working knowledge of health & safety requirements
- Diligence and attention to detail
- The ability to work flexible hours
- Good working IT knowledge and experience using AV equipment

Desireable

- Knowledge or experience of working with local authorities
- Good local knowledge
- Experience of working on events

September 2019