

Job Title:	Estates Officer		
Location:	Thorpe St Andrew Town Council		
Level/Salary Range:	Starting salary of £17,711 + LGPS Pension	Position Type:	37 hours per week
Applications Accepted By:			
E-MAIL: office@thorpestandrew-tc.gov.uk ATTENTION: the Town Clerk		MAIL: Town Clerk Town Hall Fitzmaurice Park Pound Lane Thorpe St Andrew, NR7 0UL	
Job Description			
<p>ROLE</p> <p>Under general direction from their line manager, manage and maintain the day-to-day operational running of council buildings.</p> <p>To ensure that the Council's facilities are maintained to high standards of hygiene and cleanliness. The post holder will be required to proactively and independently look after facilities and approved subcontractors to ensure facilities remain clean and well maintained. To ensure that council buildings meet the needs of all users be they Town Council staff, tenants or hirers. The Council does not envisage that the post holder will attend callouts in respect of emergency situations or as a result of alarm activations.</p> <p>Responsibilities</p> <p>The cleanliness and general upkeep of the Hall (including day to day repairs):</p> <ul style="list-style-type: none"> • Cleaning and maintaining to a consistently high standard • Undertaking identified repairs and maintenance by arrangement with Line Manager • Identifying and suggesting repairs and improvements • Checking and responding directly to checklists • Supporting events • Using your own initiative within the broad guidelines of Council policy • Assisting with town events, including events on Council sites; and events organised or supported by the Council • Respond appropriately to emergencies or urgent issues as they arise • Being a responsible key holder <p>Responsible To:</p> <p>This position reports to the Parks & Estates Manager</p> <p>Post may be subject to DBS check.</p>			

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Person Specification			
THE PERSON APPOINTED MUST FULFIL THE FOLLOWING REQUIREMENTS:			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
Applicants must have experience of providing a high standard of both cleaning and maintenance related to busy publicly accessible buildings.			
ESSENTIAL SKILLS			
<ul style="list-style-type: none"> • A valid 'full' clean driving licence • Awareness of Health and Safety requirements • Good communication skills • Reliable and flexible approach to working on your own initiative and be self-motivated 			
DESIRABLE SKILLS			
<ul style="list-style-type: none"> • Formal training in manual handling • Experience of general building maintenance • A 'can do' attitude and a willingness to get your hands dirty! • A friendly, courteous and helpful manner • An ability to be calm under pressure and communicate effectively with all users of the building • An ability to deal with tasks in an organised way – and as swiftly and effectively as possible • A thorough approach to work – and a keen eye for detail • Competence with common electrical & manual hand tools; and experience of day to day building repairs • Working knowledge and understanding of Health & Safety compliance requirements; and of producing risk assessments for day to day tasks 			

Applications close 5pm on 5th August 2021
(application may close sooner if one or more suitable applicants are found)