

Job summary

Role title: Caretaker / Cleaner / Driver

Department: Community Centres

General description of role

The postholder will be required to work as part of the Horley Community Centre team, in the role of caretaker, cleaner, driver, as well as assisting with general tasks as required. They will be responsible for ensuring the building and its surroundings are kept clean, tidy and in good condition. They will be responsible for setting up rooms for different bookings, often with short room turnaround times. They will be qualified to drive a minibus, ensuring they have Midas training and a D1 on their clean driving Licence, that they or are prepared to bring passengers to and from the centre and to other destinations. They will have a flexible approach and be a strong team player.

This is a 12 hour a week role. The standard pattern for this role at the centre, is Tuesday and Wednesday 8.30am to 2.30pm.

The hours of work may vary depending on lettings or trips on the bus, to include evening weekend working when required and agreed with the post holder.

Responsibilities of role

1. To maintain the building and surroundings to high standard of cleanliness and decoration. Responsible for keeping the car parking areas free of litter, the garden tidy and maintained.
2. To complete Centre visual health and safety checks daily and reporting any faults to the Centre Manager or Centre Assistant.
3. To complete weekly cleaning records as required
1. To prepare the Centre for the various lettings as directed and remain on site during the lettings.
2. To prepare refreshment trollies if required by hirers.
3. To make the Centre ready for the next day after the lettings.
4. To be conversant with and regularly test the fire and security system. To be a fire warden in the event of an incident.
5. To be a key holder and be available to open and close the Centre when required and ensure that it is left secure when not in use. To be able to take sole charge of the centre for evening and weekend club and private lettings.
6. To provide assistance to Centre users to ensure their comfort, safety and welfare. To provide first aid if a situation arose.
7. To undertake simple DIY tasks and decorating.
8. To be able to instruct hirers in the use of Centre equipment.
9. To monitor supplies, place orders, accept and check deliveries and arrange neat, safe storage.

10. To assist the manager as required, showing a high degree of flexibility, in all things to ensure the good running of the Centre.
11. Be committed to customer care and take pride in helping to provide a happy and well run facility as a strong team player.
12. To complete training as required for the role or development purposes.
13. To be willing to work at other Centres on an ad hoc basis should the need for cover arise.

Driving duties

14. To obtain schedules and duty lists from the centre office and to keep records as required.
15. To transport older people from their homes to the centre (and return) and to other destinations listed on the schedules prepared, driving in a safe and attentive manner and using the most appropriate routes (NB Escorts are not normally provided on our transport as our users are independently mobile and self -managing in terms of personal care).
16. To be responsible for the safety of those travelling in the vehicle and to ensure that they understand and comply with the use of seat belts.
17. To follow all MIDAS procedures with regard to customer care and safety, taking into account any special needs which passengers may have.
18. To assist passengers to board and dismount from the vehicle safely.
19. To report to the Centre Manager any incidents or concerns relating to passengers.
20. To carry out any necessary weekly or daily vehicle checks as outlined in the schedules, reporting any defects according to relevant procedures.
21. To report immediately any incident affecting physical, mental, or legal capacity to drive to the Centre Manager or Community Centres Team Leader or other senior manager.
22. To keep the inside and outside of the vehicle clean on a regular basis and keep records of mileage, fuel purchases etc. as required.
23. To comply with all the requirements of the Council in respect of health and safety, care, and maintenance etc.

Person specification and interview assessment form



Candidate name			
Contact number			
Role title			
Date of interview		Signed by recruiting manager	

Selection and Interview Criteria		Scoring	
Criteria	Criteria importance E = Essential P = Preferred	Score 3 = Met with full example 2 = Partly met with example 1 = Partly met no example 0 = Not demonstrated	Score rationale/interview notes
Qualifications			
Manual handling, or willingness to train.	E		
First aid certificate, or willingness to train.	E		
COSHH training, or willingness to train.	E		
MIDAS (Minibus Driver Awareness Scheme) training or willingness to train D1 on a clean driving Licence is a must to be able to drive the bus. Please note that this and all other training required for the role will be paid for by the Council.	E		
A full driving licence	E		
Experience and achievements			
Experience of working in a similar caretaker/cleaner role for at least 1 year.	E		
Experience of working in a team to achieve shared objectives and meet high standards.	E		

Experience of stock supply management including ordering.	P		
Experience of maintaining work logs and safety check records daily/weekly/ad hoc.	P		
Experience of doing DIY, decoration, and small repair tasks to a high standard.	P		

Role required competencies and behaviours

Communication. Ability to communicate to other team members what has been done/needs to be done both in writing and verbally. Ability to communicate to hirers the safety requirements of the building and how to use equipment on site. Ability to communicate with centre users with respect and empathy.	E		
A flexible and adaptable approach. Ability to change approach and plans when circumstances change on the day or during the week, re-prioritise tasks and work with the wider team.	E		
Teamwork and collaboration. Ability to work as part of a team to complete shared tasks which may be completed by a number of staff across different shifts. Ability to collaborate on how best to approach a task and feedback to colleagues in a supportive manner.	E		

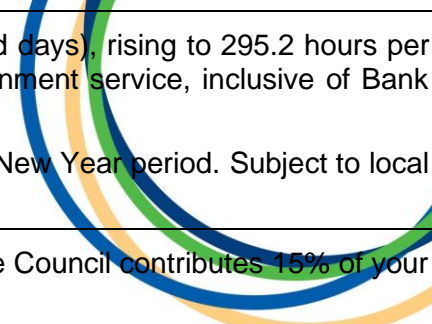
Corporately required personal qualities and behaviours

Innovative	E		
Supportive	E		
Flexible	E		
Positive	E		

Total Criteria Score		Feedback to be given to candidate:
Essential Criteria Score		
Preferred Criteria Score		
Appointment choice number	1st / 2nd / 3rd	

Summary of employment package

Place of work	<p>The role will be primarily based at the community centre to which the postholder is assigned one of, Banstead; Woodhatch; Regent House.</p> <p>We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.</p>
Salary	<p>Graded Operative, the full-time salary will be in the region of £23,685- £24,714 per annum dependent upon experience. This is pro-rata based on the hours of this role. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.</p>
Duration of contract	Permanent
Probationary period	Upon joining the Council, all staff are required to satisfactorily complete a six-month probationary period.
Hours of work	<p>Hours of work for the posts are set out below. This may on occasion include evening and weekend work to accommodate lettings and activities at the Centre. Shift patterns are decided at centre level by the centre manager, in consultation with the post holder.</p> <p>Regent House Horley: 12 hours (standard pattern Tuesdays and Wednesdays 8:30am – 2:30pm)</p>
Employment Benefits	
Flexible working hours	<p>Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu of longer hours worked and a flexible working system.</p> <p>Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working arrangements are always subject to sufficient office cover and the particular needs of the service at that time.</p>



Annual leave	<p>The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays.</p> <p>Annual leave must be taken on the Council's discretionary day off around Christmas and New Year period. Subject to local arrangements where the centre may be required to open on that date.</p>
Pension	<p>You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 15% of your earnings each year.</p> <p>You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day.</p> <p>Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates</p>
Training and development	<p>The Council actively encourages continued professional development and talent development.</p> <p>Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.</p>
Professional subscriptions	<p>If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year directly by invoice.</p>
Cycle purchase scheme	<p>The Council offers staff who have passed the probation period and are employed for 18 months or more, the opportunity to lease/purchase bikes and related safety equipment up to £1000, reducing tax and National Insurance deductions. Staff are required to use the bike mainly for journeys between home and work.</p>
Employee discounts	<p>All staff have access to exclusive offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more.</p> <p>Full annual discounted membership is available for the 'Better' run leisure centres at Tadworth, Donyngs and Horley.</p>



Other Conditions

Pre-employment checks

Appointments are offered subject to several pre-employment checks to comply with the Home Office's Baseline Personnel Security Standards (BPSS):

- at least two satisfactory references
- eligibility to work within the UK, and proof of your identity.
- evidence of relevant qualifications
- medical clearance (as manual handling is an intrinsic requirement of the role)

An Enhanced DBS check is required for the role.

DBS clearance

Employment with the Council will also be subject to receipt of enhanced Disclosure and Barring Service (DBS) clearance. Details will be provided to the successful applicant, which may require completion of an online application and/or registration to the DBS 'Update Service'.

Paid work with another employer

If you are appointed, your contract with the Council should normally be classed as your main employment.

You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.

Disclaimer

Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate & Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly.

Great People at Reigate & Banstead

Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation. to become more commercial, innovative, and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

Our Vision

Working together to make a wonderful place to live, work and enjoy.

Our Values

Making a difference, doing the right thing, being bold and confident.

Our Behaviours

We should demonstrate our values by being positive, supportive, flexible, and innovative.

Positive: I maintain a “can do” attitude and a smile

- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy, and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop

- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches

- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

Innovative: I work to develop new ideas and workable solutions to drive the Council forward

- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and trying out new approaches
- ✓ Challenge the status quo in a constructive way

Great People

