

RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.**Post Title:** Casual Hall Attendant – Benn Hall**Unit/Team:** Benn Hall**Grade:** £14.40 (including enhancement for statutory holiday entitlement)**Service:** Leisure & Wellbeing**Reports to:** Benn Hall Manager**Issue Date:** August 2026

PURPOSE OF THE JOB

The purpose of this role is to help provide a safe, clean, and well-presented working environment that meets the needs of Benn Hall users. The postholder will support the daily operation of the building by ensuring rooms are prepared, equipment is available and in good working order, and the venue is set up appropriately for scheduled events and activities.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Set up and dismantle room layouts for daily functions and events, ensuring all arrangements meet the agreed requirements for Benn Hall.
- 1.2 Report any maintenance issues promptly to the Benn Hall Manager or Duty Manager.
- 1.3 Carry out basic general maintenance tasks within Benn Hall, such as replacing light bulbs and other minor duties as required.
- 1.4 Assist cleaning staff when required to help maintain a clean and presentable venue.
- 1.5 Empty bottle skips and dispose of glass safely in the appropriate bottle banks.
- 1.6 Ensure all equipment is maintained in good working order and report any defects or repairs needed.
- 1.7 Open and secure the building, including operating the alarm system during working hours when the Duty Manager or Business Manager is unavailable.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Ensure all equipment is stored safely and tidily at the end of each shift.
- 2.2 Move furniture, equipment, and deliveries as required for Benn Hall operations and events.
- 2.3 Carry out any other reasonable duties requested by the Manager or Duty Manager, in line with the postholder's skills, knowledge, and experience.

3. SUPERVISORY RESPONSIBILITIES

When on duty, and where required by the Duty Manager, provide general direction to cleaning staff.

4. FINANCIAL RESPONSIBILITIES

This role does not involve cash handling responsibilities.

5. RESPONSIBILITY FOR ASSETS AND DATA

- 5.1 Responsible for ensuring all set-up equipment is maintained, stored appropriately, and kept in good working order.

6. EXTENT OF PUBLIC CONTACT

The role involves contact with members of the public and council officers.

7. WORKING CONDITIONS AND ENVIRONMENT

The role requires working unsocial hours, including evenings and weekends, as needed to support events and venue operations.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety

Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Hall Attendant

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
An ability to communicate clearly and courteously.	E	A,D
The ability to undertake tasks such as lifting and moving of heavy objects.	E	A
Ability to work without direct supervision, and work on their own initiative.	E	A,I
Have knowledge of the health and safety issues such as manual handling.	E	A,I,D
Committed to providing a high level of customer service.	E	A,I
A commitment to work within our CAN DO values	E	A, I
Previous experience in caretaking or similar position	D	A,I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D