JOB DESCRIPTION

Post: Centre Attendant

Directorate: Development Community & Wellbeing

Department: Community Development

Reports To: Facility Manager

Salary: Scale 2 SCP 5 – 7 £26,427 - £27,274 per annum pro rata for part time staff (Full-time Equivalent is 37 hours per week)

Hours: 28 hours per week– as per rota (Rota subject to change to meet the needs of the service), to include evenings, weekends and public holidays

Sample rota subject to change.

		Mon	Tue	Wed	Thu	Fri	Sat	Sun		
week 1	Start	16:30	00:00	16:00	00:00	16:00	08:30	10:30		
	Finish	21:00	00:00	20:30	00:00	21:00	17:00	16:30		
	Lunch	00:00	00:00	00:00	00:00	00:00	00:30	00:00		
	Total Hrs	04:30	00:00	04:30	00:00	05:00	08:00	06:00		
	Paid Hrs	4.50	0.00	4.50	0.00	5.00	8.00	6.00	28.00	14.00
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours	Weekend Hours
week 2	Start	16:30	08:30	16:00	09:00	16:00	00:00	00:00		
	Finish	21:00	16:30	21:30	14:00	21:30	00:00	00:00		
	Lunch	00:00	00:30	00:00	00:00	00:00	00:00	00:00		
	Total Hrs	04:30	07:30	05:30	05:00	05:30	00:00	00:00		
	Paid Hrs	4.50	7.50	5.50	5.00	5.50	0.00	0.00	28.00	0.00

Total Hours	56.00
Average Hrs	28.00
Weekend Hrs	14.00

Duration: Permanent

The Council may retain a list of reserve candidates arising from this recruitment for any vacancies which may arise which are the same or similar and are of an equal grade of pay throughout the Council area. Such a reserve list will be compiled and held for a period of 12 months.

All employees are expected to model the Customer Care behaviours of "Serve Passionately, Engage Positively and Deliver Consistently."

JOB PURPOSE:

The postholder will provide a high quality service to both internal and external customers throughout various Council facilities across the borough.

MAIN DUTIES AND RESPONSIBILITIES

1. Provide a high-quality service to customers

2. Undertake a range of I.T. and administrative duties including facility bookings, hire of equipment/ resources, issuing of receipts, providing advice to user groups, answering telephone calls, completing centre usage forms.

3. Responsible for cash handling and transportation of monies

4. Regularly review the booking system/ diary and prepare/ set up resources and equipment for facility events/ bookings, including conferences, seminars, exhibitions, concerts, weddings, dances, banquets etc. including the provision of audio/visual equipment. Supervise specialist equipment as and when required e.g. bouncy castle, sound and lighting equipment etc.

5. Carry out a range of caretaking, cleaning and maintenance duties for the safe operation of the facility. Ensure facilities are in a clean and tidy state for use by the public and undertake minor repairs and routine maintenance as required. Report any necessary maintenance to be carried out.

6. Maintain all buildings and areas within the perimeter, including play park areas. Conduct a daily inspection of the facilities, grounds and equipment and report all defects, breakages, damages and losses through the existing system of maintenance. Work at heights as and when required in accordance with health & safety regulations.

7. Responsible for recording all contractor visits.

8. Act as key holder and take responsibility for the security of the facility including the setting of alarm systems.

9. Act as fire warden and keep facility fire log records up to date.

10. Ensure all hazardous chemicals kept at the facility are stored in a safe place and that stock records are kept in accordance with COSHH Regulations, including stock replenishment.

11. Replenish as necessary first aid kits and ensure they are available at all times together with an accident/incident book in which details of accidents/incidents are to be recorded.

12. Keep an up to date inventory and asset report of the centre.

13. Provide training to allocated staff within the competency of the post holder.

14. Patrol and monitor areas within the building ensuring that all users comply with the current rules and regulations

15. Enforce details of the Council Health & Safety Policy, departmental health and safety documents and the safe systems of work document.

16. Undertake any other relevant duties that may be required and are commensurate with the nature and grade of the post.

Please note - employees must remain on site for the duration of all breaks which may be interrupted due to the requirements of the service. Paid meal breaks are normally of half hour duration. The timing of such breaks will be determined by operational requirements. Employees will be reimbursed this time.

In addition to the standard pre-employment checks this position will also be subject to receipt of a satisfactory Basic Access NI check.

Recruiting Office:
Human Resources Section (Craigavon Office)
Armagh City, Banbridge & Craigavon Borough Council
Lakeview Road
Craigavon
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November 2026