

Post Title: Caretaking and Printing Assistant

Post Hours: 25 Hours (7am – 12noon daily)

Grade: Scale 3

Responsible to: Head of Democratic Services

Responsible for: None

Main contact associated with principal duties:

- Council staff
 - Liberata staff
 - Pendle Leisure Trust staff
 - Members of the Council
 - Outside contractors
 - The public
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Job Purpose:

To assist with the provision of a caretaking and printing service for Nelson Town Hall including opening and locking Number One Market Street.

Control of Resources:

Key holder for Nelson Town Hall. Responsible for opening up and locking up Number One Market Street.

Main duties and responsibilities:

Caretaking

1. To ensure that all buildings are opened each morning; left secure each evening and that all alarm systems are activated.
2. To work additional hours on nights when evening meetings are being held including providing a security service.
3. To act as a key-holder for all buildings covered and to attend at unspecified times to open or secure buildings as may be necessary.
4. To maintain security awareness during office hours, such duties to include giving guidance to members of the public and assisting in the removal of persons from the buildings as may be required from time to time.
5. To carry out general caretaker duties, including any small general repairs and the removal of waste from central storage areas.

6. To liaise with contractors to ensure that access is available at the required times.
7. To prepare meeting rooms for events, provide tea and coffee as and when required, to clear and tidy after such events and to liaise with staff on the booking of these facilities.
8. To report to the Democratic Services Manager details of any incidents together with any actions taken.
9. To raise and lower flags from flagpoles in a safe manner on such dates and times as are determined.
10. To undertake such duties in connection with Elections as may be reasonably required.
11. To undertake such duties in respect of Council meetings and civic and ceremonial functions as may be reasonably required.
12. To undertake, on a relief basis, the duties of Mayor's Attendant.
13. To assist with fire drills, fire alarm testing and safe evacuation procedures as well as legionella run-offs.
14. To overview the maintenance of the cellar area of Nelson Town Hall and ensure that it remains tidy and fire risks are minimised.
23. To undertake quarterly health and safety inspections in accordance with the Council's Health and Safety Policies.

Printing

24. To provide assistance in the Print Unit including the operation and maintenance of photocopiers/printers and other equipment as required; and assist with the annual stock taking.
25. To prepare and issue quotations for printing work; provide costings for finished printing work and prepare and issue accounts to the ordering Service Area.
26. To undertake such other duties as may be required and as are commensurate with the grading of the post.

Selection Criteria	Essential Or Desirable	Assessment Method
Knowledge, skills, abilities and experience		
1. The ability to deal politely with colleagues, Councillors and members of the public including wearing a uniform for mayoral duties.	Essential	Application Interview
2. Physical abilities required to carry out the duties of a the role e.g. bending, lifting, carrying, moving tables/chairs, climbing stepladders.	Essential	Application Interview
3. A current driving licence.	Essential	Application Interview
4. Willingness to work additional hours when required.	Essential	Application Interview
5. Ability to use Microsoft word, excel and outlook to a good standard.	Essential	Application Interview
6. Have experience in following Health and Safety requirements of a role and an understanding of the reasons why.	Essential	Application Interview
7. An understanding of how the Council's policies and procedures on equalities and diversity relate to this role.	Desirable	Application Interview
Special Requirements		
Evening, early morning, statutory bank holiday and weekend working may be required.		
<p>This post is subject to pre-employment and probationary drug and alcohol testing.</p> <p>It will then be part of the ongoing random testing regime for safety critical posts.</p>		

Date: November 2023