



Job Application Pack Grounds and Facilities Officer

Rogiet Community Council are seeking a reliable and trustworthy individual to join our staff, working 8 hours per week to ensure the key community council assets are maintained. Exact times and days of work are variable and subject to arrangement.

Job purpose

To ensure that the council's assets (buildings and land) are maintained in a safe and suitable condition for use.

Job description

To inspect and maintain and when required carry out repairs to the council's land and buildings. To carry out cosmetic work as and when needed.



JOB ADVERTISEMENT

Grounds and Facilities Officer



Location: Rogiet Pavilion, playing fields, and other locations around Rogiet.

Hours: 8 hours per week

Salary: £10.21 per hour

Job Details

We have an exciting part time vacancy with the community council. The successful applicant will be responsible for day-to-day tasks required to maintain, and to support use of the pavilion building, multi-use games area, and community land.

Days and hours will vary depending on bookings of the pavilion and MUGA.

Application packs can be downloaded from www.rogietcommunitycouncil.co.uk

If you would like more information, or a printed version of the application pack please contact Catherine Baker on 01633 547980 or clerk@rogietcommunitycouncil.co.uk



Job Application Form

Application for employment as **Grounds and Facilities Officer**

Completed forms can be emailed to clerk@rogietcommunitycouncil.co.uk, or sent by post to **Rogiet Community Council, 3 Seymour Way, Magor, Monmouthshire, NP26 3GF**

Contact Information

Name: _____

Address:

Postcode: _____

Phone: _____

Email: _____

Education and Training

(Please provide details of any education and training relevant to this role)

Employment history

*(*No approach will be made to your present employer or past employer before an offer of employment is made to you.)*

Present/previous employer: _____

Address:

Postcode : _____

Job title: _____

Duties:

Pay : _____

Length of time with employer: _____

Reason for leaving:

Information in support of your application

(Please include any skills and experience obtained in or outside of the working environment, your reason for applying, and any other information you feel is relevant to your application for this role. Continue overleaf if necessary.)

(Supporting information continued)

Other Information

Do you consider yourself to have a disability? Yes / No

Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process:

Do you need a work permit to work in the UK? Yes / No

If you are successful, when can you start work for us?

Due to the nature of the role a full driving licence and vehicle is required.

Do you hold a full UK driving licence and have your own vehicle? Yes / No

References

Please give the names and addresses of two persons as referees - other than your present employer or relatives - who we can approach now for references.
(No approach will be made to your present or previous employers before an offer of employment is made.)

Referee 1:

Name: _____

Address: _____

Postcode: _____

Phone: _____

Email: _____

Relationship to you: _____

Referee 2:

Name: _____

Address: _____

Postcode: _____

Phone: _____

Email: _____

Relationship to you: _____

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name: _____

Signature : _____ **Date:** _____

Additional Information

Weekly hours:	8
Hours of work:	To be agreed
Pay:	£10.21 per hour
Payment frequency:	Monthly
Holiday entitlement:	45 hours per year



Grounds and Facilities Officer

- To oversee and maintain Rogiet Community Council property and feedback any issues of concern to the Clerk.
- To take action to remedy any issues/damage to ensure the quality of the local environment and equipment is maintained.
- To assist the Council with any necessary set-up of the pavilion building and multi-use games area/tennis court, and carry out general upkeep of community land at Ifton Lane, Common-Y-Coed, and playing fields, including meeting with liaising with contractors for specialist work such tree cutting, electrical repairs etc.

Criteria	Essential	Desirable
Work Experience	<ul style="list-style-type: none"> • Previous experience of routine maintenance of buildings and external spaces, including use of power tools 	<ul style="list-style-type: none"> • Experience of working in a caretaker role • Experience of general maintenance • Previous gardening experience
Educational Qualifications		<ul style="list-style-type: none"> • GCSE English, Maths and other subjects • Technical qualifications relevant to the role.
Skills/Knowledge	<ul style="list-style-type: none"> • Ability to lift items as part of the job (for example setting up rooms) • Ability to write basic reports about safety and repairs needed for equipment/facilities • Good communication and interpersonal skills. • Ability to work safely without supervision. • Self-motivated and able to work on own initiative. • Ability to effectively carry out general maintenance. • Ability to use devices such as a smartphone for apps relevant to the role, and to write reports/emails. 	<ul style="list-style-type: none"> • Knowledge of Rogiet and the surrounding area. • Health and Safety awareness, including COSHH and fire safety
Motivation	<ul style="list-style-type: none"> • Able to maintain good relationships with councillors, public, contractors, and other council staff. • Self-reliant and self-motivated. 	<ul style="list-style-type: none"> • Keen to undertake training to develop the role.
Other	<ul style="list-style-type: none"> • Must be flexible to work weekends and evenings if required. • Have driving licence and own vehicle for work use. • Willingness to undertake training to essential to the role. 	

Duties and Responsibilities

(anticipated, although these may change based on the needs of the Council)

DAILY

- Unlock and lock Multi-Use Games Area (MUGA), also known as Tennis Courts.
- Check MUGA for broken glass and litter and remove.

WEEKLY

- Inspect Ifton Lane, playing fields, MUGA, car park and pavilion for defects or damage. 2-3 hours. Report any issues to the clerk. Repair/make safe immediately if possible, or make arrangements with clerk for order of supplies to repair, or instruction of external contractor.
- Clear any slip/trip hazards (wet leaves, fallen nuts/berries).
- Inspect war memorial and report any damage/wear and tear that needs addressing.
- Check car park pay and display machine is in working order. Report any issues to clerk.
- Inspect pavilion external and internal. To repair or make arrangements to repair or replace any faulty or ageing fixtures and fittings.
- To report to the cleaner any particular issues that have arisen that require their attention.
- Putting up/packing away tennis nets/netball hoops for court bookings/on pre-arranged days.
- Set up and pack away as required for any other building use.

AS AND WHEN REQUIRED

- Making repairs when necessary.
- Internal painting of pavilion.
- External painting of pavilion.
- Report fly tipping and arrange for removal, in consultation with the clerk.
- Installing/hanging fixtures and fittings.
- Site visit/inspection of other council land, including Common-Y-Coed plantation
- Assisting the cleaner and litter picker if needed
- Carrying out temperature testing/inspection of water systems in the absence of the cleaner.

MONTHLY

- Set up pavilion for meetings, and pack away (may be more than once per month).
- Checking/clearing gutters, cleaning pavilion windows and doors.
- Weed MUGA and pavilion car park.
- Weeding/general maintenance of Ifton Lane in line with future biodiversity efforts that are planned for the site.
- Weeding/general maintenance of the playing fields in line with current and future biodiversity efforts that are planned for the site.
- Inspect other RCC assets, currently including:
 - Public waste bins
 - Dog waste bins
 - Benches
 - Planters

and report any issues to the clerk.

QUARTERLY

- Cleaning of noticeboards
- Minor repairs or painting of noticeboards
- Cleaning of bus shelter

ADDITIONAL

This is not an exhaustive list of duties, and other tasks may be added to the role as deemed appropriate to the role of Grounds and Facilities Officer.