

SELBY TOWN COUNCIL (“the Council”)

TITLE OF ROLE:	FACILITIES ASSISTANT
HOURS OF WORK:	30 HOURS PER WEEK (On a rota system between 7.00 am and 10.30 pm. To include some weekend working).
SALARY:	SCP 3 - 4 (£23,088 - £23,114) Pro-rata
RESPONSIBLE TO:	FACILITIES MANAGER

JOB DESCRIPTION

Purpose of post:

- To work as part of the Town Council’s Resource Team, alone and as part of the team, at all properties and lands owned or maintained by Selby Town Council to ensure such properties are kept clean, tidy, hygienic, and safe for members of the public and other users

Duties and Responsibilities:

Cleaning / caretaking:

- 1 To undertake the day-to-day care of the Town Hall, 1811 Building and Community Centre, under the direction of the Facilities Manager
- 2 To be the responsible person on duty, if required, during hiring of the buildings. This may include evening work as part of a rota system
- 3 To ensure the security of the properties and car parks, including the operation of fire and intruder alarms
- 4 To open and close of the building as required
- 5 To clean rooms and floors, including stairs, corridors, and toilets, working to tight deadlines
- 6 To prepare rooms for functions and meetings, including lifting and carrying tables and chairs into position, under the direction of the Facilities Manager
- 7 To report any matters in need of attention to the Facilities Manager
- 8 To keep car parks and paths clear of rubbish, including regular litter picking
- 9 To keep the community centre play areas free from all debris, including regular checks, cleaning of equipment and litter picking
- 10 To dispose of waste from buildings to the large waste containers at each building
- 11 To use powered equipment when necessary

General maintenance:

- 1 To carry out light general and designated tasks to assist with work in the grounds, landscaped areas, gardens, cemetery and open spaces of all buildings and properties owned or managed by the Town Council. This includes (but not exclusively) grass cutting, clearing leaves, litter, green planting, and plant maintenance.

- 2 To carry out regular pruning of shrubs, weeding of beds and containers, bulb planting, path edging, etc to ensure that plants are kept in good condition and paths and vehicle routes are safe and free from weeds.

General

- 1 To ensure that appropriate safety equipment and rules are followed when working with all machinery and chemicals
- 2 To follow the recommended guidelines for using all equipment including working with other members of the team where appropriate
- 3 To ensure that any workwear and protective equipment provided is maintained in a safe and careful manner and to report any damage to such equipment immediately to the Facilities Manager
- 4 To ensure that any tools and other mechanical equipment provided to carry out the role are used safely and in accordance with the manufacturer's instructions and that any defect or damage is reported immediately to the Facilities Manager
- 5 To use Town Council tools and equipment in a safe manner and to clean and maintain such equipment before and after use to ensure its safety for your personal use and that of other members of the Facilities Team and all Town Council staff
- 6 To attend Training courses as required by the Council to ensure your skills are kept up to date and are appropriate to carry out your role
- 7 To undertake any duties which may from time to time be reasonably required
- 8 To be responsible for your own health and safety and ensure the proper safety of all Council employees whilst at work as prescribed by health and safety legislation

SELBY TOWN COUNCIL

FACILITIES ASSISTANT

PERSON SPECIFICATION

ESSENTIAL

1. Basic literacy and numeracy
2. Well organised, practical person
3. Ability and willingness to work flexibly, both individually and as part of a team on a rota system covering all premises and locations
4. Ability to undertake lifting and carrying on a daily basis
5. Ability and willingness to work within the Town Council' written policies and procedures
6. Knowledge and experience of basic ICT systems
7. Understanding and commitment to equal opportunities and diversity issues and ability to work co-operatively within a diverse and dispersed team of staff
8. Ability to prioritise work, meet targets and work in a busy environment
9. Knowledge of health and safety legislation and working within set guidelines
10. Willingness to learn new skills and undertake training
11. Ability to work alone and as part of a team and understanding when to ask for help
12. Willingness to work some unsocial hours and occasional weekends

DESIRABLE

1. Previous knowledge and experience of working within local government
2. Previous experience of caretaking and cleaning

SELBY TOWN COUNCIL JOB APPLICATION GUIDANCE NOTES

The information you give in your application is all that will be used to determine whether or not you should be interviewed for the post. **CVs alone are not accepted.** It is vitally important that your application form contains all the information that is necessary to secure an interview. The following may be of assistance to you.

Acquaint yourself with the Application Form. If you would prefer, the form can be filled in electronically. Do not hesitate to ask for an electronic version.

Read through the Job Description and the Person Specification. The Job Description is a summary of the tasks that you will have to undertake, and the Person Specification lists all the criteria by which the council will measure every applicant. Make sure your application form addresses both documents to maximise your chance of being called for interview.

Completing the Application Form

-If you are submitting a written application, please use black ink. Fill in the factual sections first. Provide all the personal information that is asked for i.e., name, address, telephone number etc.

-Applications that have been requested by e-mail **must** still be forwarded to Selby Town Council by post or by hand delivery.

-Take time to fill in the application form. Why not prepare a draft application on a separate piece of paper? By taking time, your application will be free of mistakes, possible repetition and ensure that the final version is well presented, informative and a real reflection of you.

-Please provide as much information as possible about how you can be contacted (telephone numbers, e-address etc)

-Under previous employment, please work back in time. If you have more employers than there is space for, please include the information on a separate piece of paper but indicate you have done so on your application form.

-Your educational record should be recorded sequentially i.e., start with school and move onwards in time. If you hold any professional qualifications, please list them even if you feel they are not relevant to the position for which you are applying. List any training you have undertaken (this can include in-house training with former employers).

-Make the fullest use of the section in which you are asked to provide information about why you wish to apply for the post on offer. Link your experiences to the Job Description and the Personal Specifications. Tell us about any skills you may have. Remember, experiences gained elsewhere (e.g., voluntary work, sporting activities, family life) are all transferable and therefore valid. Please feel free to use additional sheets of paper if needed

-Think carefully about who you would like to act as your referees. It is preferable to provide at least one present, or recent, employer although the council recognises that this may not always be possible where an applicant is commencing or re-joining working life. It is the council's practice that references will only be taken up if you are offered the post although there may be instances where it is necessary to do this in advance. Any appointment will be subject to the receipt of suitable references.

-Please tell us the earliest date when you could commence employment with the council.

-Do not forget to sign the application form and date it. We will not be able to process your application if this is not done.

-Remember to allow enough time for your application to be delivered by post. The application states when completed forms must be returned by.

-Only hard copy applications will be considered.

Additional documentation

-Some positions with the council are such that there is a need for a Disclosure and Barring Service (DBS) check to be carried out. This may even involve seeking an enhanced disclosure. ***If this applies to the vacancy you are applying for, you will have been informed of this in the application pack that has been sent to you.***

-Please ensure you complete the GDPR Consent Form, without that consent the Council will not be able to process your application.

-Applicants are asked if they would be kind enough to complete the Equal Opportunities Monitoring Form which assists the council monitor its recruitment.

General points

-Keep your information concise and to the point

-Make a copy of your application form. You are free to refer to this in your interview.

-It is the council's practice not to inform candidates if they have not been called for interview, however if an email address is provided, unsuccessful interview candidates will be informed by this medium

-Candidates called for interview, but who have been unsuccessful, can be provided with feedback if is requested.

We look forward to hearing from you

APPLICATION FORM

Private and Confidential

Please complete all sections in full, in **black** ink or typescript

Personal information

Post applied for:	
Full Name:	
Address:	
Telephone Number (home or mobile):	
Telephone Number (work):	Can you be contacted at work?
E-mail address (optional):	

Employment

Present/most recent employment: (please indicate whether or not you are still in employed)		
Name and address of employer	Position held	Summary of duties
Previous employment (please give your latest employment first and explain any periods not accounted for. Continue on a separate sheet of paper if needed)		
Name and address of employer	Position(s) held	Summary of duties

Education

School/college/ university/further education	Subjects studies	Results/grades

Professional qualifications:
Other qualifications and training relevant to this post:

General

Are you entitled to work in the United Kingdom?
Have you any criminal convictions you should disclose? If so, please give details (other than for spent convictions under the Rehabilitation of Offenders Act 1974, see explanatory notes)

Please use this space to explain why you are applying for this post and to give any additional information you feel may be relevant to your application. Please include any voluntary/social/sports or statutory activity where skills and experience have been gained that may assist you in your application. You may continue on a separate sheet of paper if necessary. You are advised to use the Job Description and Person Specification as an indicator of the skills, experience and attributes that are required.
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References:

Please give the name, address and telephone numbers of two referees. At least one should be a present or most recent employer. Please indicate in what capacity you know the referees.

Name:	Name:
Position:	Position:
Address:	Address:
Post Code:	Post Code:
Telephone number:	Telephone number:
Capacity:	Capacity:

May references be taken up prior to interview (please indicate)?
When would you be available to take up appointment?

Please check that all sections of this application form have been completed.

Declaration:

I hereby declare that, to the best of my knowledge, the information given on this form is correct and complete and can be treated as part of any subsequent Contract of Employment. I understand that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed, disciplinary action may be taken which may result in dismissal. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.

Signed: Date:

Please return this form to Selby Town Council, Town Hall, York Street, Selby, YO8 4AJ or email it to admin@selbytowncouncil.co.uk by 4pm, on **Wednesday 11 September 2024**

Interviews will be held on Friday 20 September 2024, if you have not been invited to interview by that date, you may assume that your application has been unsuccessful.

FOR OFFICE USE ONLY:

Received	<input type="text"/>	Decision	<input type="text"/>
Interview	<input type="text"/>	Decision	<input type="text"/>

Selby Town Council

General Data Protection Regulation – Consent Form for Job Applicants

In May 2018 the law changes about how councils record, store and use individuals' personal data. The General Data Protection Regulation (GDPR) will govern how we manage data.

We need to collect and hold data about you to enable us to process your job application. GDPR places an obligation on employers to tell job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

We are not planning to transfer your data outside the European Economic Area.

Your consent is requested

We would like your consent to hold personal and special data about you in order that we can process your employment application.

Your application will be manually examined by those appointed by the Council for the purpose of shortlisting; interviewing and appointing.

The data we wish to obtain and hold (a range of examples provided, but not limited to):

	Type of data	Why we wish to hold it	How long it will be kept for
1	Personal data Your personal address and other contact details.	This will allow us to communicate with you.	Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months or, if a job offer is made, a more comprehensive GDPR consent form will be issued
1	Recruitment data Previous employers; Types of job held at other employers; Previous salaries; Skills and qualifications obtained.	This will enable us to make a decision on your suitability for employment.	Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months or, if a job offer is made, a more comprehensive GDPR consent form will be issued
2	Ethnic monitoring data We may gather anonymous data relating to protected characteristics under the Equality Act 2010	We use this data to understand the diversity of our workforce and job applicants and to positively inform our recruitment process.	This anonymous data will be kept for the duration of this round of applications and stored for 4 years afterwards.

Selby Town Council

Agreement to use my data

I hereby freely give Selby Town Council my consent to use and process my personal data (including sensitive data) relating to my job application (examples of which are listed above).

In giving my consent:

I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR);

I understand that I can ask for a copy of my personal data (and sensitive data) held about me at any time, and this request is free of charge;

I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed;

I understand that if I am unsuccessful with my application my data will be destroyed after 6 months;

I understand that I can contact Selby Town Council directly if I have any questions or concerns. The email address is admin@selbytowncouncil.gov.uk and the telephone number is 01757 708449.

I understand that if I am dissatisfied with how Selby Town Council uses my data I can make a complaint to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ico.org.uk

Name: _____

Signature: _____

Date: _____

SELBY TOWN COUNCIL

EQUAL OPPORTUNITIES MONITORING FORM

Selby Town Council wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Please return the completed form with your job application.

Gender Man * Woman * Intersex * Non-binary * Prefer not to say * If you prefer to use your own term, please specify here

Are you married or in a civil partnership? Yes * No * Prefer not to say *

Age 16-24 * 25-29 * 30-34 * 35-39 * 40-44 * 45-49 *
 50-54 * 55-59 * 60-64 * 65+ * Prefer not to say *

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English * Welsh * Scottish * Northern Irish * Irish *
 British * Gypsy or Irish Traveller * Prefer not to say *

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean * White and Black African * White and Asian *
 Prefer not to say * Any other mixed background, please write in:

Asian/Asian British

Indian * Pakistani * Bangladeshi * Chinese * Prefer not to say *
 Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African * Caribbean * Prefer not to say *
 Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab * Prefer not to say * Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes * No * Prefer not to say *

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual * Gay * Lesbian * Bisexual *

Prefer not to say * If you prefer to use your own term, please specify here

.....

What is your religion or belief?

No religion or belief * Buddhist * Christian * Hindu * Jewish *

Muslim * Sikh * Prefer not to say * If other religion or belief, please write in:

What is your current working pattern?

Full-time * Part-time * Prefer not to say *

What is your flexible working arrangement?

None * Flexi-time * Staggered hours * Term-time hours *

Annualised hours * Job-share * Flexible shifts * Compressed hours *

Homeworking * Prefer not to say * If other, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None * Primary carer of a child/children (under 18) *

Primary carer of disabled child/children *

Primary carer of disabled adult (18 and over) * Primary carer of older person *

Secondary carer (another person carries out the main caring role) *

Prefer not to say *



**SELBY TOWN COUNCIL
APPOINTMENT OF FACILITIES ASSISTANT (30 Hrs)
RECRUITMENT HANDOUT**

1. INTRODUCTION

Thank you for responding to the Town Council's advertisement for the above post.

We hope you find the information in this Recruitment Handout interesting and helpful for you in deciding to apply. It is intended to supplement the advert, job description and person specification but does not form part of any subsequent contract of employment. The information is arranged as follows:

- Profile of the Town Council
- Role of the Facilities Assistant
- Key terms and conditions of employment
- Application and selection process

We are also enclosing the following documents with the Handout: -

- Two versions of the application form (if applying by email), word and pdf
- An Equality & Diversity Form
- A GDPR Consent Form
- Job application guidance notes, to assist you in completing the application form

If you have any questions on anything in this Handout, the role, recruitment process and selection arrangements and/or just require any further information before applying, please contact: -

Tony Hargreaves, Facilities Manager at a.hargreaves@selbytowncouncil.gov.uk or call 01757 708449

If as a result of a disability or impairment you would like us to make any special arrangements concerning the completion of your application form or attending an interview, please let us know.

2. PROFILE OF THE TOWN COUNCIL

Selby Town Council represents residents directly at Town level and can “precept” – raising a council tax each year to improve local facilities and services for the community.

Selby Town Council is currently responsible within the parish of Selby Town area for:-

- 4 play areas
- Cemetery
- Allotments
- The Town Hall
- The 1811 Building
- Arts Programme
- Noticeboards
- Street furniture
- Markets
- Some streetlights
- Christmas Lights
- Selby In Bloom

Selby Town Council also manages Selby Community Centre, Scott Road Community land and Bondgate Woodland on behalf of Selby Community Trust.

The Town Council also runs community events throughout the year including: -

- Food and Drink Festival
- Family Fun Day
- Community Bonfire and Fireworks
- Christmas Market and Light Switch On
- Farmers and Craft Markets
- Remembrance Day

The Council is made up of 18 Councillors from which a Chairman (Mayor) and Vice Chairman (Deputy Mayor) is elected at Annual Council each year in May.

The work of the Council is managed by the Town Clerk supported by administrative and maintenance staff. Further details can be found on our website –

www.selbytowncouncil.gov.uk

The Council currently employs, in addition to the Town Clerk, and this post, 11 other members of staff who are based either in the Town Hall, the 1811 Building, Cemetery or work across our various sites. All staff are expected to work as a team to deliver the Council's services to the required standard.

3. ROLE OF FACILITIES ASSISTANT (PART TIME)

The job description and person specification for this part-time post with Selby Town Council reporting to the Facilities Manager, is enclosed with this Recruitment

Handout. These set out in more detail the purpose and main duties of this role along with the key attainments, knowledge, qualities, attitudes, skills and abilities required of the successful applicant for the post.

4. KEY TERMS AND CONDITIONS OF EMPLOYMENT

General

The employment will be on a permanent basis. The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service (the “Green Book”) except where varied by the Council

Salary

The salary scale for the post is set at NJC salary range 3 - £23,088 - £23,114 (pro rata) p.a. The salary is subject to any revisions agreed nationally as a result of pay negotiations which are usually effective from 1 April.

Working hours and working week

Your normal working week will be 30 hours per week (On a rota system between 7.00 am and 10.30 pm. To include some weekend working).

It is a term of employment that you comply, whenever possible, with any reasonable requests by the Council, temporarily, to work additional hours. You are required to complete the duties and responsibilities of the post subject to normal management control and appropriate recording, which will entail the completion of a weekly time record for submission to the Town Clerk. The Council conforms to the relevant terms of the Working Time Regulations.

Annual leave

Your annual leave entitlement is 26 days pro-rata (31 days pro-rata after 5 year’s local government continuous service) plus bank and public holidays and two extra statutory days.

Pension

You will be entitled to join the Local Government Pension Scheme which is a joint contributory scheme. The Town Clerk will provide details if you are appointed.

Probation

Confirmation of the appointment will be subject to the satisfactory completion of a period of probationary service of six months. During this probationary period your performance will be monitored, and you will be expected to establish your suitability for the post. Appropriate support, training or assistance will be given. Successful completion of the probationary period will be confirmed in writing.

Pay method

Salary is paid monthly by credit transfer to a bank or building society of your choice.

Work Location

You will be required to work across all locations owned, or managed by, the Town Council.

Expenses

A car mileage payment is payable for authorised journeys in connection with the job or approved training or other attendances.

Other terms

You will be required to operate within the Town Council's policies and procedures.

5. APPLICATION AND SELECTION PROCESS

Selection Schedule

The outline recruitment and selection timetable is as follows: -

- Application closing date Wednesday 11 September at 4pm
- Shortlisting Thursday 12 September
- Interviews Friday 20 September

The interviews will be held at the Town Hall, York Street, Selby, YO8 4AJ

This outline timetable for the selection process is subject to amendment to suit circumstances but if you are short listed you will be advised of any material change to this timetable.

Application and shortlisting procedure

Applications must be made by completing the Application Form provided and you should complete all sections of the form. CV's will **NOT** be accepted as an alternative to the Application Form but may be attached along with any supplementary information or documents in support of your application.

Shortlisting will be based on the information provided in your Application Form and you should therefore address in particular **the requirements of the Job Description and Person Specification for the post** and ensure your relevant experience, knowledge, skills, qualifications and personal style are clearly described to give you the best opportunity in the short-listing assessment process. Guidance notes have been provided to assist in the completion of the Application Form. If appointed, you will be required to show documentary proof of any qualifications you may claim to hold.

When completed your Application Form should be **emailed to** the Town Clerk, Gill Bell at admin@selbytowncouncil.co.uk or **posted** and marked as: -

Private and Confidential
Town Clerk
The Town Hall, York Street, Selby, YO8 4AJ

To arrive by **Wednesday 11 September 2024 at 4pm.**

Selection Process

Only successful candidates will be notified of selection for interview. All applications will be considered and assessed for competence and suitability for the post and scored using a shortlisting grid.

It is expected that the interviews will take place on Friday 20 September and will be held at The Town Hall, York Street, Selby, YO8 4AJ..

References

If you are shortlisted, references may be applied for in advance of the interview unless you indicate in the Application Form that you do not give the Council permission to do so.

Equal Opportunities

The Council wholeheartedly supports the principle of equal opportunities in employment opposing all forms of unlawful and/or unfair discrimination whether on grounds of any protected characteristic in accordance with the Equality Act 2010. We aim to appoint therefore purely on merit and suitability for the post on offer. You are invited to complete and return the enclosed Equality and Diversity Monitoring Form and return it with your completed Application Form. The completed form will be regarded as strictly confidential, kept separately from and in no way used or affect the outcome of your application for employment.

Further Information

We hope that the information contained in the Recruitment Handout is helpful and sufficiently thorough to enable you to submit your application which we look forward to receiving.

However, if you have any questions on the information in the Recruitment Handout or any aspect of the appointment or the recruitment process, please do not hesitate to contact the Facilities Manager as set out in this Handout.