BARRY TOWN COUNCIL

JOB DESCRIPTION AND

EMPLOYEE SPECIFICATION

Job Title	**Caretaker / Maintenance Operative**	**Grade**	SCP 5-6 £25,583 - £25,989 pro rata (2025/26 rates)
Reporting To **Direct Reports**	Facilities Team Leader / Head of Community Services and Facilities None	**Hours**	20 hours p/w
		Working Pattern	Across 7 days, including regular evenings and weekends

Purpose of the Role

To ensure all Barry Town Council's premises are maintained in the best possible order and are always fit for the purpose intended for all staff and the general public. The Community Halls are the main focus of this role, to ensure that they are set up to the standard expected by each hirer and that these facilities are clean, tidy and welcoming at all times. To provide cover for the cleaner at the Council offices and Merthyr Dyfan Chapel, when deemed necessary as a result of annual leave or sickness absence.

Key Duties and Responsibilities

a) To attend council offices on a regular basis to receive instructions for any work not considered part of your daily routine
b) To provide an on call service outside of office hours when hirers present on site
c) To liaise with contractors as and when required

To provide a caretaking and maintenance service for the Council's community facilities incorporating the following**:-**

Daily

d) Deactivation of alarm on entry to the hall

e) Any serious problems to be reported to line manager
f) All general maintenance work completed with timescales agreed with line manager
g) If maintenance work falls outside of appropriate skills or requires certification advise line manager who will arrange for a suitable contractor to attend site
h) Set up room for functions as agreed with function organiser
i) Clean up after each function, including floors, furniture, kitchen and toilets fully cleaned and restocked where necessary
j) Reactivation of alarm at end of each day where last hirer is not a key holder

Weekly

k) Undertake a full clean of the hall, floors polished, toilets and kitchen deep cleaned, soft play toys sanitised and stock checked and reordered where required
l) Empty bins and place at collection point on the day of refuge collection
m) All Health & Safety Checks completed in accordance with schedule provided (record to be kept of all inspections), including first aid box
n) Inspection of both inside and outside of the building with any maintenance work required being scheduled into work programme

Regularly or as requested

o) Clean internal and external windows
p) Inspect gutters and clean where necessary in accordance with risk assessment
q) To carry out inspection of all equipment and fittings i.e. ladders, emergency lighting, emergency exits and complete relevant paperwork to be kept on file for inspection on request

To provide a caretaking and maintenance service for the Council offices when requested:-

r) All work to be completed to a standard and timescales agreed with line manager
s) Request replacement stock as required
t) To empty the cigarette bins on a fortnightly basis (unless otherwise requested)
u) To provide cover for the cleaner when required as a result of annual leave or sickness absence
v) To set up Council Chamber and/or as requested

To provide caretaking and maintenance service for Merthyr Dyfan Cemetery when requested:-

w) Maintenance of buildings (if maintenance required falls outside of skills or requires certification, advise line manager who will arrange for a suitable contractor to attend site
x) To assist with grass cutting and general grounds maintenance when requested and under the supervision of the cemetery supervisor

Communications

y) To foster strong communication within the wider Council staff including providing representation at Team meetings
z) To communicate with members of the public, hirers, staff and Councillors
aa) To provide regular feedback to your line manager through Supervision

Health and Safety

bb) To assist in ensuring that the Town Council's statutory obligations for the effective management of health and safety are met
cc) To prepare risk assessments which impact on your role and the department you work in, for all tasks undertaken and events being held in the Pioneer Hall
dd) To prepare COSHH assessments in respect of all chemicals used in the course of your daily tasks
ee) To take care of your own health and safety by following guidance provided by your line manager and through training received.
ff) To undertake PAT testing of all equipment and devise a schedule to ensure that all equipment is fully maintained and defaults reported as soon as possible to line manager

Equality and Diversity

gg) To support the Chief Officer (Town Clerk) in ensuring that the provisions of the Equality Act 2010 are reflected in all aspects of the Council's work.
hh) To undertake Equalities awareness training
ii) To be aware of the requirements of the Welsh Language Act and how they might relate to the role you perform.

Personal Development

jj) To develop in your role through training and development opportunities made available to you.

Other

kk) To undertake other duties from time to time which are commensurate with the level and grading of the post. You may be requested to assist with setting up and clearing away of council events on evenings and weekends i.e. Remembrance Day, Mayor's Events, Santa Fun Run etc.

EMPLOYEE SPECIFICATION

Experience/ Competencies	Essential or Desirable?	Method of Assessment
Qualifications and Education		
• Good general education	Essential	Application Form/Provision of Certificates
• Hold or willing to undertake a Health and Safety qualification	Essential	
Knowledge and experience		
• Experience of working in a community environment e.g. community facilities / gardens / buildings / land or facilities management / grounds maintenance / cemeteries	Essential	Application Form
Skills and Attributes		
• Maintenance skills and ability to use a range of manual tools	Essential	Interview
• Good interpersonal and oral communication skills	Essential	Application Form
• Good written communication skills	Essential	Application Form/Interview
• Ability to organise workload with minimal supervision and meet deadlines	Essential	Interview
• Empathy, sensitivity, tact and diplomacy	Essential	Selection Test/Application Form
• Basic IT skills enabling use of internet, e-mail and documents	Desirable	Interview
• Understanding of the requirements of the data protection and freedom of information legislation and its	Desirable	Application Form

application within an organisation • Awareness of health and safety legislation and its application within an organisation	Essential	Interview
Personal Styles and Behaviours • A motivating and enthusiastic individual • Personality, conduct and credibility that engages the confidence of the public, councillors, staff, partners and stakeholders	Essential Essential	Interview Interview
Other • Committed to developing and keeping up to date personal knowledge level	Essential	Interview