



PERSON SPECIFICATION

Caretaker

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

Knowledge and Experience

- Previous caretaking experience is desirable, though not essential
- Willingness to uphold a high standard of cleanliness
- Ability to follow Health & Safety procedures
- Ability to comply with Control of Substances Hazardous to Health (COSHH)

Skills and Personal Attributes

- Excellent timekeeping
- Approachable manner
- Attention to detail
- Good communication skills
- Willingness to report issues
- Ability to work generally alone, but be part of a wider team
- Self-motivated
- Flexible

Other

- Ability to be able to travel between community centres, which could be late in the evening.
- Willingness to undertake training for specific work responsibilities
- This position will be subject to a DBS check

SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS

Contract status:	Short Term Contract (guaranteed hours paid)
Salary:	£14.25 per hour (paid monthly by BACS on the 15 th of the month (half in advance/half in arrears). This is not a zero-hour contract, a minimum number of hours per month will be paid, irrespective of hours worked.
Probationary Period:	This post is subject to a probationary period of 26 weeks.
Place of Work:	Based mainly at Earley Town Council Community Centres and Council Offices but may be asked to cover at other sites if required.
Working Hours:	Daytime Caretaker, between the hours of 8am – 6pm, over 2 days Monday – Thursday and alternate weekends.
Leave Entitlement:	Annual leave entitlement based on the number of hours worked.
Continuous Service:	The continuity of Local Government service will be honoured.
Pension:	From commencement of employment, membership of the Local Government Pension Scheme.
Benefits:	The Town Council will sponsor any relevant job-related training (subject to budget constraints).
DBS Check:	The post is subject to a satisfactory DBS check.