



cirencester town council

Vacancy Type: Permanent

Full-time/Part time : Part time (15 hours per week)

Start date:

As soon as possible

The Role:

Facilities Officer/Caretaker

Main Purpose:

To provide support in respect of property owned or managed by the Bingham Library Trust Ltd (BLT) and Cirencester Town Council (CTC) including condition surveys, building repairs and maintenance, security, energy and utilities, cleaning and waste collection arrangements.

To provide facilities support in ensuring room set up for all BLT and CTC venues including provision of equipment and opening and closing and liaison in respect of any refreshments provided.

To carry out health and safety inspections of the facilities and to ensure that the appropriate maintenance regimes, fire safety, evacuations, risk assessments and notices are in place.

About you:

You should be proactive and flexible in working both individually and as part of a team, with minimal supervision, and be able to prioritise effectively.

At least 2 years related experience is desirable, although full training and mentoring will be provided.

Communication will be one of your strong points and you will be enthusiastic about delivering excellent quality service.

You will have good knowledge of Microsoft Word and Excel, as well as basic IT skills in order to navigate yourself around our document management system.

The role will include some office based work to support and work alongside the Office Services Team.

Degree: no

Permanent/temporary: Permanent

Location: Cirencester

Personal requirements: See job spec on the website

Other requirements: See job spec on the website

Salary/Package: SCP11-20 (£22,129-£26,446)

How to apply: Please submit a CV to info@cirencester.gov.uk You can find the full job description on the website <http://cirencester.gov.uk/working-at-the-council>

Contact Name and Position: Judy Mills

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Telephone Number: 01285 655646

Closing Date for applications: N/A