



DORCHESTER TOWN COUNCIL

Council Offices, 19 North Square, Dorchester, Dorset. DT1 1JF

Telephone: (01305) 266861 Fax: (01305) 266085

Adrian Stuart, Town Clerk

e-mail: j.hollings@dorchester-tc.gov.uk

Date as postmark

Dear Sir/Madam

SENIOR TOWN HALL KEEPER VACANCY

Thank you for your interest in respect of the full time Senior Town Hall Keeper position within the Council. Please find enclosed an Application Form, Job Description and Person Specification for the job. Please return your application by no later than noon on Friday 22 August, 2014.

If you do not hear from me within a fortnight of the closing date you may assume that you have not been successful in your application this time.

If you have any questions or queries please do not hesitate to contact me on 01305 265840 or 266861.

Yours faithfully

Julie Hollings
Municipal Buildings Administrator

DORCHESTER TOWN COUNCIL

Name:

Post: Full Time Senior Town Hall Keeper

JOB DESCRIPTION

Under the direct direction of the Municipal Buildings Administrator and or Compliance Manager to undertake the following duties:

1. To monitor and report to the Municipal Buildings Administrator any issues of underperformance, poor time keeping, sickness, non-attendance etc.
2. To organise the Town Hall Keepers work rota so as to ensure that all bookings are prepared for and staffed.
3. To be responsible for ensuring that, as far as is possible, all Town Hall Keepers work only their contracted hours.
4. To be responsible for day to day supervision of the Town Hall Keepers.
5. Under the direction of the Compliance Manager to ensure compliance with all relevant legislation including, but not limited to, fire safety and emergency procedures and matters arising under the Control of Substances Hazardous to Health Regulations.
6. To ensure that the approved regime for the minimisation of risks arising from legionella is properly and diligently applied in accordance with the recommendations of the specialist consultant.
7. To carry out personally regular Health and Safety checks and to ensure that the requirements of the Council's safety policy and the relevant legislation are adhered to.
8. To be responsible for the security, cleaning and maintenance of the Municipal Buildings, their fixtures and fittings, and their preparation for hirers under the supervision of the Municipal Buildings Administrator and or Compliance Manager as laid out in the manual "A Guide for Town Hall Keepers" which must be strictly adhered to.
9. To inspect the Building with the hirer before and after an event to agree on liability for any damage caused.
10. To ensure that fire safety equipment is in good order and in its proper position and to ensure that evacuation routes are kept free from obstruction.
11. To store and maintain the flags and bunting and to ensure that flags are flown on appropriate occasions.
12. To care for the Council's ceremonial robes.
13. To notify to the Municipal Buildings Administrator any variation to the agreed requirements on the booking form as soon as possible after the hiring.

14. To carry out any other duties as may be reasonably requested such as repairs and decorating to the Buildings and the fittings.
15. To regularly work Sundays, split shifts, late evenings and Saturdays.
16. To accept no gratuities from hirers.
17. To complete such paperwork, timesheets etc as may reasonably be required by the Council.
18. The duties may change from time to time in accordance with the changing needs and demands of the service

Signed.....

DORCHESTER TOWN COUNCIL

PERSON SPECIFICATION

Job Title: Senior Town Hall Keeper

QUALITY	ESSENTIAL	DESIRABLE
1. Qualifications	Educated to GCSE Level or equivalent.	English and Maths G.C.S.E. or equivalent (Grade C). NVQ's in relevant subjects. Health and Safety.
2. Related experience including voluntary work	Experience of dealing with the public by telephone and in person. Experience of supervising and motivating small teams. Experience of working on own initiative and as part of a team.	Experience of setting out facilities for various different types of event. Experience of using sound and lighting equipment.
3. Skills and Abilities	Good communication skills with the ability to communicate effectively with others. Good organisational skills. Able to organise the work of a team as well as own work within the framework set out by the Municipal Buildings Administrator and the Town Hall Keepers Guide. The ability to identify improved methods of working. The ability to identify health and safety hazards. The ability to inspire and energize team members to carry out tasks and achieve goals.	Experience of organising civic events. Ability to carry out general painting, decorating and repairs.

4. Knowledge	General knowledge of repairs and maintenance.	Knowledge of Dorchester. Knowledge of Sound & Lighting.
5. Personal Qualities	Able to lead a team. Able to resolve disputes. Able to work alone or as a part of the team. Able to foster good relations with the general public, colleagues and elected members. Able to make decisions when required. Personal warmth and friendly responsive approach to staff and members of the public at all levels. Able to follow instructions. Able to think on your feet. Good telephone manner. Trustworthy and honest. Capable of anticipating problems. Receptive to change and new ideas.	Able to contribute to the continuing improvement of the service and facilities offered in the Municipal Buildings.
6. Other requirements	Late evening, Saturday and Sunday working within contracted hours is a requirement.	Own Transport.



DORCHESTER TOWN COUNCIL JOB APPLICATION FORM

Please complete in black ink and return to the address on the back page either by e-mail or post

Please do not use staples for additional information sheets of paper
All the sections of this form should be completed

VACANCY DETAILS

Appointment of Senior Town Hall Keeper

Closing Date: 22 August 2014

Where did you see the advertisement?

PERSONAL DETAILS

Surname:

First Names:

Home Address:

Telephone Numbers/E-mail addresses:

Private:

Work:

Mobile:

E-mail:

Postcode:

Can we contact you at work? **YES / NO**

NI Number:

Preferred Title:

Valid Driving Licence: **YES / NO / PROV**

Penalty Points: **YES / NO** No.

Car Owner: **YES / NO**

Are you related to (or are you the spouse/partner of) any employee of Dorchester Town Council? **YES / NO**

If yes please give details:

Canvassing will disqualify your application or make you liable to dismissal if appointed.

EDUCATION AND TRAINING

From	To	Schools, Colleges, University, etc attended (latest first)	Qualifications attained (with grades)

MEMBERSHIP OF PROFESSIONAL INSTITUTIONS

Organisation	Membership Status	Date Awarded

EMPLOYMENT HISTORY (most recent jobs first)

Please indicate all previous positions held (including any with this Council) **starting with the most recent.**

Present Position:

Present Employer:

Location:

Date Started:

Current Salary:

Reason for wishing to leave:

Benefits:

From

To

Previous Positions

Employer and Location

Reason for Leaving

NOTICE

Please state the period of notice you are required to give to your present employer:

INFORMATION IN SUPPORT OF YOUR APPLICATION

This should include the following:

1. Your reasons for applying for the job
2. How your skills, experience and personal qualities relate to the job requirements (please see the person specification on the job description). You are welcome to also include examples of voluntary or unpaid work which you feel support this. Please continue on a separate sheet if necessary.

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REFERENCES

Please provide two referees with knowledge of your work / character. One must be your current or most recent employer. If you have worked for your current employer for less than 6 months please attach another referee's name who must be a previous employer. If one of your referees is a personal one the referee should not be related to you in any way. References will be taken up in confidence.

a) Employer

Name

Job Title

Address
.....

Phone **E-mail**

Can we contact this referee prior to interview? YES / NO

b) Other referee

Name **Relationship to you**

Job Title

Address
.....

Phone **E-mail**

Can we contact this referee prior to interview? YES / NO

SPARE TIME ACTIVITIES

ADDITIONAL INFORMATION

Please give details of any convictions other than those which are 'spent' under the provisions of the Rehabilitation of Offenders Act 1974. Failure to disclose such convictions could result in dismissal. Any information given will be treated in the strictest confidence.

MEDICAL INFORMATION

Please state how many days sickness absence you have taken in the last 2 years, giving reasons. This also applies to periods of unemployment when you would have been unfit for work.

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I understand that the Council reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I understand that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act 1998 and I give my consent to this. Data may therefore be passed to other members or officers of the Council who require my information for legitimate business purposes.
3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Disclosure Scotland for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the Council any offer of employment may be withdrawn or my employment terminated.

Signed

Date

Completed applications should be sent to:

The Town Clerk, Dorchester Town Council, 19 North Square, Dorchester, Dorset. DT1 1JF

or: E-mail: admin@dorchester-tc.gov.uk