



ST AGNES PARISH COUNCIL

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Vacancy: Facilities Operative (cleaner)

Part-time: June – September: 19 hours per week over 3 days; Other months: 10 hours per week over 3 days

Permanent

Salary Scale Point 5 (£10.04ph – pay award pending)

Starting ASAP in 2022

St Agnes Parish Council a part-time facilities operative to deliver first class services for the local community and visitors. The Parish Council manage public toilets facilities at Porthtowan, St Agnes (Churchtown) and Trevaunance Cove, and will strive to make them the best facilities in the region. This vacancy also requires the post-holder to clean St Agnes library once per week. The role is primarily a lone working position, which occasional joint working required. The post holders will be key to portraying a strong and positive public image of the Council.

The specified cleaning times and locations are as follows:

June – September inclusive

Thursday am – All toilets; Library

Thursday pm – All toilets.

Friday am – All toilets.

Friday pm – All toilets.

Saturday am – All toilets.

Saturday pm – All toilets.

October – May inclusive

Thursday am – All toilets; Library

Friday am – All toilets.

Saturday am – All toilets.

Annual leave entitlements are 21 days (pro rata) plus two extra statutory days, and the post-holder must be available to cover sickness leave for the Council's other facilities operative from time to time. Adjustments will be made to offer time off in lieu for bank holidays. The successful candidate will need to have access to their own transport, and travel between the sites will be reimbursed at 45p per mile.

The Council is part of the Local Government Pension Scheme (Cornwall Pension Fund – employer contribution currently 18.7%) and all its employees are entitled to join if they request to do so. The position is permanent.

To apply, a completed application form must be submitted by the deadline date. This can be by email, post, or in person. CVs can also be submitted alongside application forms, but CVs alone will not be considered.

Closing date: 9th January 2022

Interviews are planned to be held on 19th January 2022. The Start date is ASAP in 2022.

For an application form and further details please visit www.st-agnes-pc.gov.uk, or email epmanager@stagnes-pc.gov.uk.

Job Description: Facilities Operative

Purpose: To maintain high standards of cleanliness within the Parish Council's public toilets facilities and buildings.

Main duties/responsibilities

- Carry out daily cleaning tasks, including replenishing of consumables where necessary, ensuring that appropriate cleaning schedules are devised and followed and that high quality standards have been met.
- Undertake periodic "deep cleans" alongside colleagues as instructed by the Council.
- Be aware of health and safety responsibilities as an employee with particular note to COSHH.
- Fulfil necessary administrative tasks associated with the responsibilities of the post e.g. Time sheets, maintenance fault log reporting, consumables ordering.
- Be courteous and friendly to members of the public as the 'face' of the Parish Council.
- Take a flexible approach in order to meet the service user requirements.
- Undertake other duties that may be required from time to time within the general scope of the post.

Person Specification: Facilities Operative

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet the following essential criteria.

Competency	Essential	Desirable
Education, professional qualifications and training	<ul style="list-style-type: none"> • Good literacy and numeracy 	<ul style="list-style-type: none"> • English and Maths GCSEs or equivalent • Health and Safety training • COSHH training
Experience, skills and knowledge	<ul style="list-style-type: none"> • Previous experience of cleaning duties. • Excellent interpersonal skills. • Ability to assess the needs of the position and devise a cleaning schedule. • Excellent communication skills and ability to work with line manager. 	<ul style="list-style-type: none"> • Working knowledge of Health and Safety at Work Act and COSHH regulations. • Local knowledge of St Agnes/Porthtowan.
Personal qualities	<ul style="list-style-type: none"> • Enthusiastic and self-motivated. • Takes responsibility and displays accountability. • Methodical and well organised. • Scrupulous attention to detail. • Friendly manner with the public. • To have accommodating and cooperative working relationships with colleagues. • Willing to attend training as necessary. 	<ul style="list-style-type: none"> • Proven ability to react and adapt to situations if circumstances change. • Willingness to undertake further training and expand the role in future years.
Additional information	<ul style="list-style-type: none"> • Physical fitness for undertaking cleaning tasks. • Access to a car/ability to get to the three sites. 	<ul style="list-style-type: none"> • Full driving licence.