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| **ALVECHURCH PARISH COUNCIL**  **Job Description** |
| **Job Title: Handy Person/Caretaker**  **Report To: The Parish Clerk. Responsibilities:**  To carry out repairs and maintenance to council properties and facilities on a day-to-day basis, ensuring we provide a high standard of ground care and maintenance across all Parish Council properties and facilities. |
| **Key Performance Areas:**   * To post agendas/notices on the Parish Noticeboards, and to set up meeting rooms as directed. * To clean the community centre as necessary and act as key holder. * To carry out repairs and maintenance to council properties and facilities, minor repair to playing field equipment, playing field/open spaces fixtures, fittings and furniture. * To carry out basic grounds’ maintenance works on the open spaces managed by the parish council and general repairs to council properties. * To assist our contractor (where necessary) by supervising and/or in maintaining the high standard to football pitches, including pre-season preparation, and end of season preparation. * To carry out as necessary, litter picking of playing field and disposing of waste, in line with work instruction. * To operate council machinery in a safe and secure manner, to ensure that equipment is clean and maintained, and to report any damage or fault with any equipment. * To report all incidents of vandalism, damage, and what remedial work is required. * To wear council uniform, Personal Protective Equipment, and to comply with the council’s Health & Safety policy and relevant legislations. To maintain all attire in a clean and proper condition. * To work to, and to assist in the writing of all work, task, and event related Risk Assessments/COSHH Data.   **Inhouse training or further training will be given, if required to be able to carry out the work in a safe and secure manner.**   * Mandatory to work council events: Picnic In the Park (May/June), Remembrance (Nov), and Christmas Lights Event (December), plus attendance at the Annual Council Meeting (if necessary).   **The Council reserves the right to add further mandatory yearly events.**  **Note:** This job description outlines the main duties and responsibility of the position, and is designed for the benefit of both the post holder, and the council in the understanding the prime function of the post. It should not be regarded as exclusive or exhaustive. |

**Alvechurch Parish Council Person Specification – (Handy Person/Caretaker)**

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| **Category** | **Essential Attributes** | **Desirable Attributes** | **Method Of Assessment** |
| Education, Qualifications & Training | Good verbal and written Communication skills  Good numerical ability | Relevant GCSE including English and  Maths grade C or equivalent qualifications  NVQ level  NVQ Level in Parks & Recreation  Carpentry skills. | Application Form and Interview questions |
| Personal Aptitude | Physically fit to undertake heavy manual labour  Ability to work effectively as part of a small team  Willingness to work outside in all weathers.  [This is not an inside role]. | Basic understanding of Health & Safety  Willingness to undertake in-house training | Application Form and Interview questions |
| Experience, knowledge & Skills | Able to carry out DIY maintenance work to high standard, knowledge of power tools, and ability to solve basic maintenance issues.  Ability to carry out basic ground maintenance, use of industrial mowers & strimmer  Excellent communication and interpersonal skills  Self-motivated and ability to manage own daily work loads | Knowledge of manual handling  Knowledge or experience in pitch  maintenance, including marking out | Application Form and Interview questions |
| Special Conditions | Driving licence, 21+ with 2 years’ experience  (for insurance purposes) | Knowledge of local area | Application Form and Interview questions |

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| **Employment Application Form** |
| Position: Handy Person/Caretaker  Reports to: Parish Clerk  Date: **Applications due no later than 11th April 2025 @ 12 noon.**  Rolling interviews may be held as applications are received. (*Dates are subject to change.)* |
| ***Please complete this form in black ink or using MS Word.*** If using MS Word ensure the integrity and format of the document is maintained, and if submitting electronically, please save as a pdf file rather than in doc or docx format.  It will be to your advantage to complete it as fully as possible, even if you also enclose a CV, in order to ensure you are compared fairly with other applicants. CVs submitted without a completed application form **will not** be considered.  Please make sure you read the enclosed job details carefully and show how your experience and qualifications would enable you to fulfil the role.  The information which you give is strictly confidential and will be used only for the purpose for which it has been supplied.  Please send the completed application to clerk@alvechurch.gov.uk or send by post to Clerk, Alvechurch Parish Council Offices, 1a George Road, Alvechurch B48 7PB. |
| **Data Protection**  If you are appointed the information from this form will be shared with our outsourced payroll provider and pensions administrators for the purpose of payroll and benefits administration. |
| Applicant details:  Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Are you related to a member or employee of Alvechurch Parish Council? Yes / No  If yes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  How did you find out about the post? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Do you hold a full driving licence? Yes / No  Are you willing to us your own vehicle and be paid an Essential Car Users Allowance? Yes / No |

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|  | **Educational Achievement** |  |  |
| School & Further Education (Secondary onwards) | Qualifications Achieved | Year | Grade (If relevant) |
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| **Professional And Vocational Qualifications** | | | |
| Institute or Professional Body | Qualifications Achieved | Year | Grade (If relevant) |
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| **Employment Record** | | | |
| Current or most recent employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Postcode: \_\_\_\_\_\_\_\_\_\_\_\_ Immediate Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notice Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Leaving Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Brief Description of Duties:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Previous Employers (Most Recent Employment First - 10 yrs max.)** | | | |
| Employer's Name and Postcode | Position | Dates | Reasons for Leaving |
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| **References** |
| Current or Immediate Past Employer  Referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Capacity in which known: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Second Reference, previous employer or personal contact.  Referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Capacity in which known: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Note: References will not be taken up until an offer of employment has been made.*** |

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| **Personal Statement** |
| Please give any other information which you feel would assist us in assessing your suitability for this position. Use further sheets if necessary. |
| **Declaration** |
| Note. The following will result in disqualification from the interview process or dismissal.   1. Canvassing a Member or Senior Officer of the Council 2. Failure to disclose a relationship with a member or employee 3. Failure to disclose convictions under the Rehabilitation of Offenders Act 1974 4. Knowingly giving false information on application form   I confirm that I have the right to unrestricted residence and employment in the United Kingdom.  The information which I have given in this form is true to the best of my knowledge.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***If successful you will be asked to present various statutory documents and these will be copied, so that the Parish Council can carry out pre-appointment "Right to Work" checks.*** |