

## **APPLICATION FOR EMPLOYMENT**

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Casual Caretaker**

**Vacancy ID: 009286**

Salary: £8.82 Hourly

Closing Date: 23/09/2018

### **Benefits & Grade**

Grade D – holiday pay element will be paid on all hours worked, which equates to 10.74% of the basic hourly rate.

### **Contract Details**

2 x Casual Posts

### **Contract Hours**

To work as and when required

### **Disclosure**

The successful applicant will be subject to an enhanced DBS check

### **Job Description**

Stockton Libraries & Heritage Service is passionate about providing access to quality books, information, IT, events and activities to residents across the borough.

We are currently looking to recruit casual Caretakers to work within Stockton Central Library. Candidates should have a positive attitude and a commitment to delivering a quality service.

You will need to be enthusiastic, reliable, flexible and have good communication skills as you will deal with members of the public of all ages and from a diverse range of backgrounds.

A calm nature is required as you could occasionally deal with challenging behaviours presented by users of the Library and Customer Services Centre. Previous caretaking experience and working with the public is essential.

As a casual caretaker you will work on an as and when required basis, covering shifts where staff are on annual leave or away from work due to illness.

Your primary role will be to help the Librarian in the day-to-day running of the Library, setting up the Jim Cooke Conference Suite for meetings, opening and closing the building and working large scale events delivered by the Library and Information Service such as Crossing the Tees Book Festival.

The work is physical by nature due to the moving around of furniture to accommodate the many meetings on the site and activities that take place within the Library setting.

IT skills are essential as you will help users of the facility who have requested use of the Multimedia Suite as part of their booking requirements for the Jim Cooke Conference Suite.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Deb McDonagh, Communities Libraries Officer on 01642 528484.

Application packs are available to download from [www.stockton.gov.uk](http://www.stockton.gov.uk). Alternatively you can contact Xentrall Recruitment Services, Tel: 01642 526992 or email: [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

**Directorate: Culture Leisure and Events**
**Service Area: Library and Information Service**
**JOB TITLE: Caretaker – Stockton Library and Information Service**
**GRADE: D**
**REPORTING TO: Librarian Stockton Central Library**

1.	<b>JOB</b> <ul style="list-style-type: none"> <li>To be responsible for keeping the building and equipment in good working order at all times.</li> <li>To be responsible for general facility security, directing customers and responding to enquiries as appropriate.</li> <li>To carry out portaging and repairs and maintenance duties as required by the Librarian and Community Libraries Officer.</li> </ul>
2.	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>
1	Security of the building, including routine patrolling, checking of public toilets requesting unknown persons (except in public areas) to furnish proof of identity or authorisation to work, referral to the Librarian or other senior officer where necessary. To prevent unauthorised parking of vehicles on the library site.
2	To respond to anti-social behaviour on the premises and deal with as per building procedures, assisting staff working within the facility when required. Informing the Librarian of all incidences ensuring that paperwork is completed as requested.
3	Routine opening and closing the building at the correct time
4	Supervision at all times whilst building is let/hired by groups/organisations. Setting up the Jim Cook Conference Suite for meetings according to information contained on the booking form/within the site diary including the Multimedia Suite. Preparing the premises for after-hours activities and ensuring that they are returned to normal after use and the building is secure.
5	Mounting Exhibitions within the exhibition space as and when requested – both internal and external. Carrying out any remedial works required to the area once a display has been removed – including repainting the boards.
6	The testing of Fire and Panic alarms on a regular basis reporting faults to the Librarian in line with corporate guidelines.
7	Carrying out authorised procedures in the event of fire, flood, breaking and entering, accident or major damage. To be aware of the siting of the main stop cocks in the building and main electrical fuse boxes.
8	Carrying out scheduled Legionella tests within the Library building.
9	Reporting failures of the heating plant promptly to the Librarian or their deputy ensuring that proper emergency procedures are initiated.
10	To carry out regular inspections of the building according to the daily work schedule alerting the Lending Services Officer to any repairs and maintenance work required. To direct workmen or contractors to the site of the repair and maintenance work adhering to the Managing of Contractors Procedures as outlined by Health and Safety Department.
11	Undertake duties in connection with building refurbishments and repair and maintenance works required. Satisfying the health, safety and hygiene regulations, including general handyman tasks, weed control of fishpond area and other similar tasks, including cleaning and spot cleaning within Stockton Library or other Library facilities when at the site.
12	Ensuring that all tools and equipment used by staff are in a safe working condition and properly stored after use adhering to Health and Safety guidelines.

	13	The 'spot' cleaning of premises as required outside the cleaning contract during normal opening hours (e.g. accidental spillage, vandalism, breakage etc.) and cleaning tasks set by the Librarian after hours.
	14	Ensuring adequate supplies of all materials necessary for the function of the building, e.g. toilet rolls, towels etc. are available including within public toilets. Re - ordering supplies as and when necessary.
	15	Ensuring that all rubbish and broken furniture is removed and taken off the premises as soon as practical.
	16	Ensuring that the appropriate outside areas (e.g. paths, ramps etc.) are free from litter and that all drains and gullies are free flowing and clean. Ensuring that all appropriate outside areas (paths, ramps etc.) are cleared or salted/gritted and safe in times of bad weather.
	17	The portage of goods and materials; the movement of furniture and equipment; taking delivery of goods and materials for storage or distribution; helping to load and unload delivery vehicles; both internal and external.
	18	To check the standards of cleaning at specified times and notify the Librarian of concerns.
	19	To undertake duties in relation to security and repairs and maintenance at other Library buildings as required.
	20	Dealing politely and helpfully with enquiries from the public when working within Library facilities.
	21	To assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
	22	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

## PERSON SPECIFICATION

Job Title/Grade	<b>Caretaker</b>	
Directorate / Service Area	<b>CLE/Library and Information Service</b>	
Post Ref:	<b>31372</b>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<ul style="list-style-type: none"> <li>• Good standard of education</li> </ul>	<ul style="list-style-type: none"> <li>• Trade apprenticeship</li> <li>• Certificate in Caretaking</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>• Previous Caretaking</li> <li>• Site maintenance and Security</li> <li>• Implementation of Health and safety regulations and procedures</li> <li>• Conflict resolution</li> </ul>		Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> <li>• Communication</li> <li>• ICT</li> <li>• Time management</li> <li>• Ability to form good working relationships</li> <li>• Ability to work on own initiative</li> <li>• Flexible</li> <li>• General handyman duties</li> </ul>		Application/Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> <li>• Show tolerance to others</li> <li>• Look for ways to enhance the delivery of the service and work with the team to achieve this.</li> <li>• Receptive and responsive to change</li> <li>• Dynamic, flexible and adaptable</li> <li>• Enthusiastic and committed</li> </ul>		Application / Interview

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.