

Balderton Village Centre
Coronation Street,
Balderton
Nottinghamshire
NG24 3BD

Tel: 01636 703626

Email: clerk@baldertonparishcouncil.gov.uk

July 11th, 2024

Dear Sir/Madam

Thank you for your interest in our Attendant role. The following pages give information on the role and details of the required competencies for applicants.

To apply for the role, please send your Curriculum Vitae together with a covering note explaining how you would meet the requirements of the role. There is also an equalities opportunities monitoring form for you to return to help us with our monitoring.

The first working week would be Monday 5th August or Monday 19th August depending on the successful applicant's availability. Please detail whether you would be able to start on either of these weeks in your application covering note.

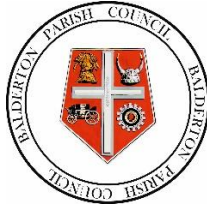
The closing date for applications is Thursday 25th July and interviews will be conducted on Monday 29th July.

If you have any questions regarding the position, please contact me using the contact details above.

Yours sincerely,

Marion Fox Goddard

Parish Clerk



JOB DESCRIPTION

Position: Attendant

Responsible to: Parish Clerk

Employment Status: Part-time

Hours: Evenings and weekend (hours vary dependent on hall bookings and sporting fixtures) One week on, one week off.

Salary: SCP 4 (NJC pay scale) - £11.98 per hour

Job Overview : To ensure Balderton Village Centre and surrounding facilities are opened as instructed by the parish council office.

Duties and responsibilities

1. To open and close¹ the playing field gates and public toilet:
 - a. Close at dusk – Monday to Friday.
 - b. Open at 7.30am on Saturday, Sunday and bank holidays²
 - c. Close at dusk on Saturday, Sunday and bank holidays³
2. To open and close for Balderton Village Centre bookings including:
 - a. Opening and advising hirers of fire doors.
 - b. Checking the air conditioning/heating is on/off as necessary at the start of bookings.
 - c. Ensuring there is enough toilet paper and paper towels in the toilets/kitchen. Removing rubbish from the village centre.
 - d. Locking the small hall (where the bar is) if only the main hall is booked.
 - e. Unlock and lock the overflow carpark if needed.
 - f. Advising who to contact in an emergency. Carrying a parish council phone to respond to hirers should they have any queries, during their booking.
 - g. Ensuring all air-conditioning/heaters/ lights/taps are switched off before closing the building.
 - h. Ensuring all doors and windows are correctly closed/locked at the end of bookings and arming the alarm.
3. To open⁴ and close the changing rooms and the container for sports bookings including:
 - a. Ensuring there is enough toilet paper and paper towels in the toilets.
 - b. Unlock and lock the overflow carpark if needed.
 - c. Sweeping the floors.
 - d. Emptying the litter bins
 - e. Checking all lights and heaters are switched off.
4. Informing the office by email if any issues need to be addressed.
5. In an emergency, contacting the relevant emergency service and the parish clerk/deputy parish clerk.
6. Any other duties as required and in-line with the level of the role.

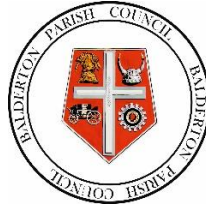
July 2024

¹ Ensure no members of public on the park before closing.

² With the exception of Christmas day when the gates are not opened.

³ With the exception of Christmas day when the gates are not opened.

⁴ Changing rooms to be locked whilst players are playing.



Attendant
PERSON SPECIFICATION

| Competency | Essential | Desirable |
|---|---|--|
| Professional Qualifications Training | | General Education: GCSE maths and English |
| Work Experience | | 1 years' experience providing services to the public |
| Skills knowledge and aptitude | <p>Extremely reliable.</p> <p>Good oral communication skills</p> <p>Good customer service skills</p> <p>Willingness to work flexibly including daytime and occasional evenings/weekends on a one week on one week off basis.</p> <p>Good organisational skills.</p> <p>Ability to use mobile phones to check bookings on an online calendar.</p> <p>IT literacy to receive/send emails regarding work requirements</p> <p>Assertive, tactful and diplomatic</p> <p>Able to work on own initiative</p> | |

ETHNICITY**What is your ethnic group?****A. WHITE**

- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy or Irish Traveller
- Any other White background (please write in)
-

B. MIXED/MULTIPLE ETHNIC GROUPS

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other Mixed/Multiple Ethnic background (please write in)
-

C. ASIAN/ASIAN BRITISH

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background (please write in)
-

D. BLACK/AFRICAN/CARIBBEAN/BLACK BRITISH

- African
- Caribbean
- Any other Black/African/Caribbean background (please write in)
-

E. OTHER ETHNIC GROUP

- Arab
- Any other Ethnic group (please write in)
-

 PREFER NOT TO SAY**RELIGION/BELIEF:****What is your religion/belief****CHRISTIAN**

(including Church of England, Catholic, Protestant and all other Christian denominations)

ANY OTHER RELIGION

(Please write in)

BUDDHIST**HINDU****NO RELIGION****MUSLIM****PREFER NOT TO SAY****SIKH****JEWISH****SEXUAL ORIENTATION:****What is your sexual orientation?**

HETEROSEXUAL/ STRAIGHT

BISEXUAL

GAY WOMAN / LESBIAN

GAY MAN

OTHER

PREFER NOT TO SAY

Other:

I AM CURRENTLY IN CARE

I AM AGED 24 OR UNDER AND HAVE PREVIOUSLY BEEN IN

I AM SERVING OR HAVE SERVED IN THE ARMED FORCES

CARE

I AM FAMILY OF ARMED FORCES