

Amenities Assistant Bayston Hill Parish Council

Accountabilities:

Accountable to the Clerk of the Parish Council

Responsible for:

all employees involved with amenities.

the completion of the annual appraisal and performance management of those employees.

the amenities booking system and payments.

maintaining the amenities to the standard set by BHPC

overseeing work completed by contractors for the amenities.

ensuring routine and statutory inspections are completed on time.

managing actions from inspections as authorised by the clerk.

ensuring that applicable BHPC Health Safety and Environmental Policies and procedures are complied with for any work completed for the amenities.

To:

cover for the Clerk when requested, specifically holidays and sickness.

attend any committee which has a specific responsibility for the amenities.

take the minutes of a meeting when requested by the clerk.

assist the clerk with specific projects authorised by BHPC.

assist the clerk in the recruiting process for BHPC employees.

Core Competencies:

1. Experience in managing direct report including performance management.
2. Experience in the maintenance of outdoor and indoor amenities facilities
3. Experience with managing contractors
4. Understanding of health, safety and environmental requirements applicable to this type of role
5. Competent in the preparation of a risk assessments and safe system of work
6. Competent in the use of
 - a. Microsoft word
 - b. Excel
 - c. PowerPoint

Core Attributes:

1. Good interpersonal skills
2. Good time keeping and time management.
3. Flexibility