

## Casual Work for Enfield Council

Title of position/work available:	Casual Buildings & Lettings Facilities Worker
Department/Service:	Schools and Children's Service/ Youth and Family Support Service
Grade:	Scale 4
Hourly rate:	£10.51 per hour
Description of the work available:	<p>Dealing with enquiries, processing bookings, purchases, invoices and receipts for Youth and Family Support Service buildings, by telephone, email and face to face using the venues' computerised bookings, email and finance systems.</p> <p>Carrying out regular checks of premises and grounds, repairing defective items where possible or ensuring building faults are recorded and reported to managers and Council Careline.</p> <p>Performing weekly fire alarm and emergency lighting tests and water flushing at all buildings</p> <p>Carrying out ad-hoc cleaning as required internally and externally</p> <p>Ensuring the YFSS youth and community centres and grounds are secured at close of business and opening up premises as required.</p> <p>Assisting in the set up of rooms, facilities and equipment in preparation for events; and provide a meet and greet service to users.</p> <p>Providing good quality customer service.</p>
To apply for this work and to receive an application form, please contact:	If you would like an application pack or would like to know more about the role. Please email <a href="mailto:paul.adams@enfield.gov.uk">paul.adams@enfield.gov.uk</a>
Candidate information:	Please note this work is being offered on an "as and when" basis and you will not be an employee of Enfield Council. We look forward to receiving your application.
Closing date for applications	Ongoing

## JOB ROLE PROFILE AND PERSON SPECIFICATION

**Post Title:** Casual Buildings and Lettings Facilities Worker

**Present Grade & Post Nos:** Scale 4                      **Dept:** SCS

**Service/Section/Team:** Youth and Family Support Service (YFSS) SRE Strategy and Operational Support Unit

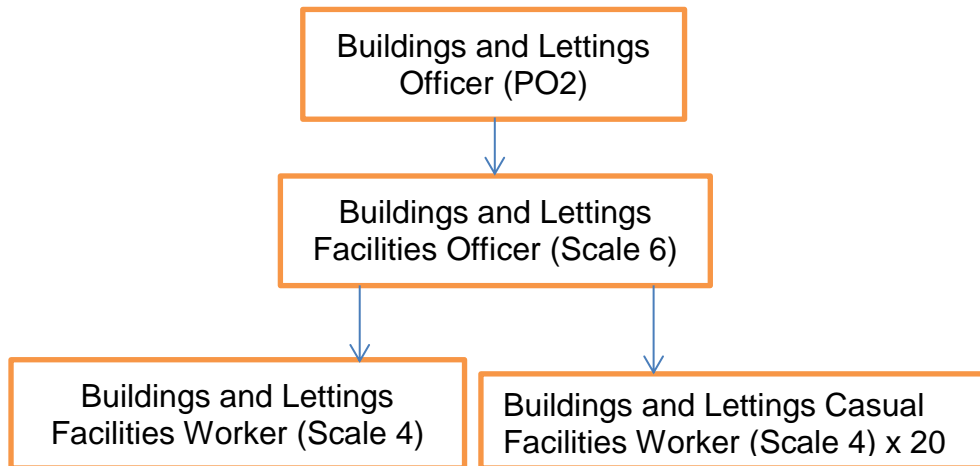
**Reports to (title):** Buildings and Lettings Facilities Officer

### Purpose of the Role:

To provide high quality and comprehensive premises support in order to ensure effective maintenance and development of all functions of the YFSS youth and community centres

### Dimensions including Structure Chart:

1. Annual budgetary amounts with which the role is either directly or indirectly concerned:  
N/A
2. Structure Chart:



3. Number of direct reports: None
4. Nature of reporting relationship between post holder and line manager: Meetings with line manager on a regular basis to discuss any issues that may have occurred during the hiring of the centres.
5. Any other relevant statistics - None

<b>Key Accountabilities:</b>	<b>Percentage of Time (%)</b>
1. Be responsible for the preparation of the YFSS youth and community centres' meeting and function rooms, facilities and equipment; and provide a meet and greet service to the users.	35%
2. Support the Buildings and Letting Facilities Officer in dealing with enquiries to the centres including the completion of booking forms and taking of payment, receipts or invoicing where required.	15%

3. Ensure that the YFSS youth and community centres and grounds are secured at close of business and opening up premises as required. Ensure the ongoing security of building whilst open including the safekeeping of keys to the premises. Be a nominated emergency contact.	10%
4. Carry out regular checks of premises and grounds, repairing defective items where possible or ensuring that the defects are reported to the Buildings and Lettings Facilities Officer. Carry out ad-hoc cleaning as required internally and externally	10%
5. Little or no supervision other than to assist peers and new recruits in induction or work familiarisation	5%
6. Where required, to use the Council's electronic procurement system (SRM) for the day to day provision of goods and services including raising purchase orders and invoices as necessary.	5%
7. Perform weekly fire alarm and emergency lighting tests and water flushing at all buildings	5%
8. Be responsible for technical assistance and troubleshooting when required	2.5%
9. Ensure the maintenance and storage of technical equipment	2.5%
10. Liaise with contractors on site, monitoring the satisfactory completion of repair and maintenance work.	2.5%
11. Ensure YFSS youth and community centres are used safely and in compliance with hire agreements and Health and Safety Regulations	2.5%
12. Carry out portage duties as required	2.5%
13. Act as First Aider and Fire Warden after receiving appropriate training	2.5%
14. Any other duties requested by management	
15. Carry out all tasks in compliance with the Council's policies and procedures	

#### **Key Relationships (Internal and External):**

- The postholder will work with and provide advice & support to centre users and staff.
- On an as and when basis, the post holder will liaise with Grounds & Premises Contractors.
- The postholder will liaise with the YFSS Buildings & Lettings Officer and Buildings and Lettings Facilities Officer and all YFSS and Council staff as and when necessary

#### **Equality and Diversity:**

The Council has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

#### **Health and Safety:**

The postholder shall ensure that the duties of the post are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

## **Corporate Health and Safety Responsibilities**

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;
2. Following safety rules and procedures;
3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and
4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to:

- take part in safety training and risk assessments and suggest ways of reducing risks; and
- take part in emergency evacuation exercises.

Employees shall report all accidents, 'near miss' incidents and work related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, Assistant Director or Director of the Council.

### **Information Security:**

In order to protect the confidentiality, integrity and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council's Information Security Policy.

### **Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:**

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the Council will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.

All staff working with Children & Vulnerable Adults should be aware of, and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.

## SCALE 4 GENERIC JOB PERSON SPECIFICATION

**Job Title:** Building and Lettings Facilities Worker

**Grade:** 4

**Department:** SCS

**Team:** Youth and Family Support Service (YFSS) SRE Strategy and Operational Support Unit

<b>COMPETENCIES:</b>	<b>Please rank the top 3 (from 1-3*) most important competencies for the role</b>	<b>HOW TESTED</b> I = Interview T = Test
<p><b>Self Control and Confidence:</b></p> <ul style="list-style-type: none"> <li>• interacts with others appropriately</li> <li>• positive attitude</li> </ul> <p><b>Integrity and Self Knowledge</b></p> <ul style="list-style-type: none"> <li>• honest and trustworthy</li> <li>• value difference and show respect and sensitivity towards others</li> </ul> <p><b>Planning and Organising</b></p> <ul style="list-style-type: none"> <li>• regularly meets targets and deadlines set</li> <li>• prioritise workloads, with guidance</li> </ul> <p><b>Working in Partnership:</b></p> <ul style="list-style-type: none"> <li>• works effectively with others</li> <li>• good team working skills</li> </ul> <p><b>Achieving Excellence:</b></p> <ul style="list-style-type: none"> <li>• understands the need for excellent service</li> <li>• delivers good standards of work</li> <li>• rapidly acquires skills and puts into practice</li> </ul> <p><b>Customer and Community Focus:</b></p> <ul style="list-style-type: none"> <li>• communicates effectively</li> <li>• an understanding of good customer service</li> </ul> <p><b>Change:</b></p> <ul style="list-style-type: none"> <li>• works with manager and team deliver change</li> <li>• makes a positive contribution to the implementation of change</li> </ul>	<p>3</p> <p>4</p> <p>1</p> <p>2</p>	<p>All to be tested at Interview</p>

<p><b><u>Desirable Criteria</u></b> – list a maximum of two criteria which you would want applicants to demonstrate</p> <ol style="list-style-type: none"> <li><b>1. Willing and able to travel across borough to various sites efficiently</b></li> <li><b>2. Will be required to work evenings and weekends</b></li> <li><b>3. Trained in manual handling – lifting and carrying duties</b></li> <li><b>4. Enhanced DBS checks necessary</b></li> </ol>		<p>All to be tested at Interview</p>

\* HR will use the competency assessment tool to ensure that individuals matched to jobs, under the Redeployment process or who are invited for an interview achieve the highest ratings for your top 3 competencies. Those candidates that require development in some areas will be discussed with you.

# YFSS SRE Strategy and Operational Support ODU Structure Chart

