



## FACILITIES MAINTENANCE OFFICER ROLE

Newton Abbot Town Council is recruiting for a Facilities Maintenance Officer at our new Community Hub, Newton's Place, in Wolborough Street, Newton Abbot.

The position is required to cover the hours indicated below, to work alongside and independently of the other Facilities Maintenance Officer and to support the Housekeeper already within the Council's establishment.

The postholder will work (an **average** of) at least **30** hours per week, **49** weeks per year.

The rate of pay is £12:26 per hour. The roles will be based at Newton's Place, 43 Wolborough Street, Newton Abbot, TQ12 1JQ.

Annual leave 28 days per annum, **pro-rata** Option to join LG pension scheme  
*Variations to the times may be necessary occasionally and will be notified in advance, by the Principal Administrator.*

### About the role:

Newton's Place expects to deliver community spaces for a wide range of uses, in addition to its Museum and the Town Council's offices.

Consequently, the Town Council looking to appoint honest, enthusiastic, dependable conscientious and self-motivated individuals who would like to provide a key role in maintaining its new community facility in Newton Abbot.

The main purpose of the role to ensure a welcoming and safe environment, together with a smooth running of the building for councillors, staff and communal users. The roles will also be responsible for varying duties at various locations throughout Newton Abbot.

In addition to the general maintenance duties, the post-holders will provide a full caretaking service which includes moving furniture, setting-up equipment and generally preparing spaces, as directed by the Principal Administrator. In addition, you will be responsible for the daily cleaning of designated area of the premises and general maintenance of the building. As the key-holder you will be required to open and lock-up and carry out security checks on the building, during and outside of office hours.

To shortlisted for interview your application will clearly need to evidence:

- ✚ A flexible approach to working as part of a small team in addition to lone working
- ✚ Being honest, courteous, reliable and practical
- ✚ Experience of basic handyman and DIY skills, including making minor repairs and maintaining equipment
- ✚ A good understanding of Health & Safety regulations and working safely
- ✚ Strong organisation and communication skills
- ✚ A good working knowledge of ICT

For more information and an application pack, please contact Samantha Scott at Newton Abbot Town Council via email: [sam.scott@newtonabbot-tc.gov.uk](mailto:sam.scott@newtonabbot-tc.gov.uk)

**Please note - no CVs accepted. Only formal applications will be considered.**

**Closing date for receipt of applications: 4pm, Friday 23<sup>rd</sup> April 2021**

**Interviews to be held: Monday 17<sup>th</sup> May 2021**