



STOTFOLD TOWN COUNCIL RECRUITMENT – JOB DESCRIPTION

KEY HOLDER – DAY TIME GREENACRE CENTRE

As the day time keyholder for the Greenacre Centre, you are required to attend the building to open and close rooms hired – arriving no more than 10 minutes before the stated hire time to check over the room for condition and suitability for hire, and no earlier than 10 minutes before the stated end time to ensure hirers leave on time, and check the condition of the room before receiving it back from the hirer, and ensuring that the room is hireable for the next booking.

Hirers are subject to facilities conditions of hire, and you are responsible for ensuring that they are adhered to during their hire period. A copy of the current conditions are attached.

You are responsible for ensuring that the building is not left unoccupied, and that it is securely locked and alarmed when required.

Hours are to cover bookings of the rooms within the building between the hours of 8.30am to 5.00pm Monday to Friday, and alternate weekends between 8.30am to 12midnight for both days. You will also be added to the call-out list for emergencies, such as the alarm being activated.

You will be given a mobile phone – hirers are given this number in case of emergencies or problems arising during their hire session.

Bookings can vary from week to week, throughout the year. You are paid regardless of whether you do more or less, for example during the summer when many of our hirers take a break from hiring during the school holidays.

Monthly salary will be £205.92 (£7.92/hr), payable on the 20th of each month by bank transfer.

Our holiday year runs from 1st April to 31st March and your holiday entitlement is 5.6 weeks pro rata (of your 6 hour weeks).

We are looking for a conscientious person, who can present a friendly face of the Council, whilst ensuring that Council's assets and interests are protected. You are required to be flexible, as you will need to provide holiday cover for the evening Key Holder.

Thank you for your interest in this vacancy, please submit your CV to Mrs Kate Elliott-Turner, Town Clerk, Greenacre Centre, Valerian Way, Stotfold, SG5 4HG, or email enquiries@stotfoldtowncouncil.gov.uk by Friday 24th November 2017