

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
01462 730064 [enquiries@stotfoldtowncouncil.gov.uk](mailto:enquiries@stotfoldtowncouncil.gov.uk)



## **BUILDINGS KEYHOLDER (part-time)**

We are currently advertising to fill a vacancy for part-time Buildings Keyholder.

The Buildings Keyholder will join a small and friendly team of council staff in assisting the council in delivering council services for the community.

Hours: Monday to Sunday, daytime, evening and weekend as required by bookings roster, on a week on week off basis.

Salary: SCP2 (£10.62/hr), paid 12 hours per week, whether week on or week off, and membership of Local Government Pension Scheme, if eligible

For a full job description and application pack, please see our website [www.stotfoldtowncouncil.gov.uk/Vacancies](http://www.stotfoldtowncouncil.gov.uk/Vacancies) or contact the Town Clerk on 01462 730064

Applicants are to submit a completed application form addressed to the Town Clerk at the address below and marked 'Confidential – Recruitment – Keyholder'.

Closing date for applications is 12noon Friday 17th February 2023

Interviews will be held Wednesday 22nd February 2023

Start date will be Monday 3rd April 2023.

Kate Elliott-Turner, Town Clerk  
Stotfold Town Council  
Greenacre Centre  
Valerian Way  
Stotfold, Hitchin, Herts, SG5 4HG  
[enquiries@stotfoldtowncouncil.gov.uk](mailto:enquiries@stotfoldtowncouncil.gov.uk)

# **BUILDINGS KEYHOLDER (part-time)**

## **Job purpose**

This role will be responsible for unlocking and locking of our hireable rooms/buildings, ensuring the security of the facility is retained.

We are looking for a conscientious and flexible person, who can present a friendly face of the Council, whilst ensuring that Council's assets and interests are protected.

## **Hours**

Part-time role, week on week off, Monday to Sunday, daytime and evening, with colleague keyholder working the alternate week.

Bookings can vary from week to week, throughout the year, and so exact hours are difficult to calculate, for example during the summer when many of our hirers take a break during the school holidays, however, you will be paid for 12 hours per week, whether or not your working week and regardless of number of bookings.

## **Team**

Buildings

**Based at:** Memorial Hall and Greenacre Centre

## **Responsible for**

N/A

## **Responsible to**

Town Clerk

## **Salary**

NJC SCP2 to SCP4 (£10.62/hr to £11.01/hr), 12 hours per week, plus membership of the Local Government Pension Scheme, if eligible

## **Main responsibilities**

- You will be required to attend the building to open and close rooms hired – arriving 10 minutes before the stated time to check over the room for condition and suitability for hire, and 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.
- Ensure safety of hirer – notify hirer of facilities available, location of fire extinguishers, fire alarms, fire exits, etc.
- Hirers are subject to buildings conditions of hire, and you will be responsible for ensuring that they are adhered to during their hire period.
- Ensure that all rubbish/refuse/waste has been removed from the premises after the booked session, all windows and doors are closed and locked and taps are turned off.

- Ensure security of the building - check the premises to confirm that there are no persons remaining in the building at the end of the booking, ensuring that the building is not left unoccupied, and that it is securely locked and alarmed when required.
- Be available for emergency call-out, such as intruder alarms, etc, and provide holiday/sickness cover for colleague keyholder.
- To promote a positive image of the Town Council at all times and to maximise opportunities for positive public engagement with the Council.
- To be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional health and safety responsibilities as defined in the Health and Safety policy and procedure.
- To assist the Town Clerk and colleagues to monitor health and safety requirements within the council's activities.
- To have due regard for your own health and safety and that of any colleagues and the general public and to bring to the attention of the council without delay any matters which may be prejudicial to health and safety best practices and policies.
- To treat any colleagues, Councillors, partners and members of the public with respect and equality.
- To undertake such other tasks that may be reasonably asked of the postholder from time to time, commensurate with the post.

Note: the duties stated herein are not exhaustive and may be subject to change from time to time to meet the operational needs of the Council.

# STOTFOLD TOWN COUNCIL

## EQUAL OPPORTUNITIES MONITORING FORM

This form will not be seen by the Interviewer/Panel prior to interview and is not used in any decision-making.

You do not have to complete this form but doing so enables us to monitor the effectiveness of our Equal Opportunities Policy. We recognise the benefits of a diverse workforce. We are committed to treating all job applicants and employees with dignity and respect regardless of race, ethnic background, nationality, colour, gender, trans-gender status, pregnancy, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Please state which job you have applied for .....

1. How would you describe yourself? (Please tick one box)

A	<input type="checkbox"/> Asian or Asian British
	<input type="checkbox"/> Bangladeshi
	<input type="checkbox"/> Indian
	<input type="checkbox"/> Pakistani
	<input type="checkbox"/> Any other Asian background, please state .....
B	<input type="checkbox"/> Black or Black British
	<input type="checkbox"/> African
	<input type="checkbox"/> Caribbean
	<input type="checkbox"/> Any other Black background, please state .....
C	<input type="checkbox"/> Chinese or other ethnic group
	<input type="checkbox"/> Chinese
	<input type="checkbox"/> Any other, please state .....
D	<input type="checkbox"/> Mixed Heritage
	<input type="checkbox"/> White and Asian
	<input type="checkbox"/> White and Black African
	<input type="checkbox"/> White and Black Caribbean
	<input type="checkbox"/> Any other Mixed background, please state .....
E	<input type="checkbox"/> White
	<input type="checkbox"/> British
	<input type="checkbox"/> English
	<input type="checkbox"/> Irish
	<input type="checkbox"/> Scottish
	<input type="checkbox"/> Welsh
	<input type="checkbox"/> Any other White background, please write in box .....
F	<input type="checkbox"/> Prefer not to say

2. What is your gender?

Male  Female  Prefer not to say

3. Is your present gender the same as at your birth?

Yes  No  Prefer not to say

4. What is your age group?

16-17	<input type="checkbox"/>	18-21	<input type="checkbox"/>	21-29	<input type="checkbox"/>	30-39	<input type="checkbox"/>
40-49	<input type="checkbox"/>	50-59	<input type="checkbox"/>	60 or over	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

5. What is your sexual orientation?

Heterosexual/straight	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Lesbian/gay woman	<input type="checkbox"/>
Homosexual/gay man	<input type="checkbox"/>	Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

6. What is your religious or belief system?

Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>	Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
No Religion	<input type="checkbox"/>	Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

7. Do you consider yourself to have a disability or long-term health condition?

Yes  No  Prefer not to say