



BLETCHLEY AND FENNY STRATFORD TOWN COUNCIL JOB VACANCY

Bookings and Facilities Officer - Salary Grade SCP 23-25

£27,741 to £29,577 (depending on experience)

Bletchley and Fenny Stratford Town Council, in the Unitary Authority of Milton Keynes, is looking to appoint a motivated and high performing individual to take on the role of Bookings and Facilities Officer to the Town Council.

The Bookings and Facilities Officer will report to the Environment and Premises Manager (EPM) who, in turn, is responsible for the management and maintenance of the Town Council's premises, land and other physical assets.

The Bookings and Facilities Officer will also act as the deputy to the EPM, assisting with all projects, works and administration relating to the Town Council's community centre bookings, premises and the associated physical assets.

This role requires the successful applicant to facilitate and oversee high levels of usage at the Town Council's facilities and ensure all necessary health and safety measures are in place across the Town Council's facilities and that related records are kept up to date. Liaising with current bookers, answering their concerns, facilitating any changes to their bookings and ensuring they are all satisfied with the service they are offered is an important part of the role. Therefore, you will need to be able to drive between the Town Council's premises which are all local in Bletchley. Please see the job description below for more information.

Bletchley and Fenny Stratford Town Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.

If you would like to know more about this role, please contact Will Allen (Environment and Premises Manager) on 07884230959 or John Fairclough (Support Services Manager) 07435 884980

Closing date: **25th October 2021**

Bookings and Facilities Officer

Job Title	Bookings and Facilities Officer
Reporting to	Bookings and Facilities Manager
Purpose of Job	<ol style="list-style-type: none"> 1 To act as deputy to the EPM, assisting with all projects, works and administration relating to the Town Council's community centre bookings, premises and the associated physical assets. 2 To facilitate and oversee high levels of usage at the Town Council's facilities 3 To ensure all necessary health and safety measures are in place across the council's facilities and that related records are kept up to date
SCP Range	
Hours	Full time (37 hours)
Place of work	Based at Bletchley Library
Principal Responsibilities	
1	To assist the EPM with the management and maintenance of the Town Council's physical assets and services as listed at Appendix 1.
2	To assist the EPM with the procurement of property and services relating to the premises and services listed at Appendix 1 complying with the Town Council's procurement and financial regulations and ensuring that all contracts are procured and monitored in accordance with the Town Council's contractor management system.
3	To assist the EPM with the monitoring of the Town Council's contracts relating to the Town Council's premises, equipment and other physical assets.
4	To assist the EPM with the management of the Town Council's health and safety management system and the associated administration, ensuring this is kept up to date and that action plans are completed.
5	To undertake planned health and safety tasks including fire alarm checks, fire extinguisher checks, emergency lighting, first aid box and defibrillator checks, legionella related checks and other such inspections as are required to ensure facilities are safe and that documentation is kept up to date.
6	To conduct risk assessments and complete safe systems of work for premises, ensuring these are documented and reviewed as necessary.
7	To act as booking liaison with the Town Council's hirers and users, maintaining all booking related administration.
8	To complete show rounds and spot checks of the building ensuring hirers are aware of the Town Council's terms and conditions of hire and that steps are taken to ensure these are upheld.
9	To promote and sell hire of the facilities, identify gaps in provision/program and to take steps to fill these gaps and maximize use.
10	To manage the Town Council's bookings and booking system including creating the bookings, raising confirmations, invoices and ensuring that all required paperwork has been completed in line with the council's policies and procedures.
11	To liaise with current bookers answering their concerns, facilitating any changes to their bookings and ensuring they are all satisfied with the service they are offered.
12	Building checks and reporting of faults and repairs required to the appropriate person/place in order that these are dealt with in a timely manner.
13	To maintain a calendar of necessary services, planned preventative maintenance and contract renewal.
14	To ensure the security of the Town Council's facilities, liaison with our security providers, administration and upkeep of the Town Council's CCTV, intruder alarm and door access control systems.

15	To maintain a stock of consumables at each of the Town Council's facilities, ordering as necessary.
16	Ordering and recording of all staff uniform and personal protective equipment.
17	To ensure Town Council equipment and vehicles are well maintained and used safely.
18	To promote a positive image of the Town Council at all times and to maximize opportunities for public engagement, transparency and accountability in the development of services, activities and processes related to the role.
19	To continue to develop professional knowledge, and skills and to acquire training and qualifications required for effective performance in this role.
20	To liaise with contractors and ensure safe working practice in line with the councils contractor management policies and procedures.

Appendix 1

Property:

Albert Street Public Conveniences

George Street Community Centre

Newton Leys Pavilion

Equipment and Tools

Spotlight

Vehicles

Services

Letting and use of Newton Leys Pavilion and football pitches

Letting and use of Fenny Stratford Community Centre

Public Conveniences

Person Specification: Bookings and Facilities Officer

Key Requirements	Essential	Desirable
<p>Qualifications</p> <p>5 GCSEs including English Language and Maths (or equivalent)</p> <p>A Level and/or Degree level qualifications (or equivalent)</p> <p>Recognised administrative/IT qualifications</p> <p>IOSH Managing Safely (or equivalent) or willingness to achieve in 9 months</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p>Experience</p> <p>Experience of delivering excellent customer service</p> <p>Experience of report writing</p> <p>Experience of using a wide range of software applications including word processing, email and internet</p> <p>Experience of taking/managing bookings and use of booking systems</p> <p>Experience of risk assessment</p> <p>Experience of working with external contractors</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p>Knowledge</p> <p>Knowledge of local authority functions</p> <p>Knowledge of health and safety and equal opportunities</p> <p>Knowledge of property maintenance</p> <p>Local knowledge of Bletchley and Fenny Stratford</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p>Skills</p> <p>Excellent communication and language skills both written and oral at all levels</p> <p>Keyboard and IT skills including working knowledge of Microsoft Office applications</p> <p>Strong organization and prioritization skills including ability to manage own workload and use initiative</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Personal Qualities</p> <p>Ability to fit into a team</p> <p>Ability to deal with people at all levels in a professional manner</p> <p>Enthusiasm and flexibility</p> <p>Able to maintain confidentiality</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Other</p> <p>Willingness to work at any of the Council's premises</p> <p>UK Driving License</p>	<p>✓</p> <p>✓</p>	

Bletchley and Fenny Stratford Town Council

Job Application Form

Post Applied For:

Personal Details

First Name:

Surname:

Address:

Post Code:

Contact Phone Number:

Email address:

Current or Last Employer

Employers Name:

Position Held:

Employment Address:

Post Code:

Date Started:

Date Finished:

Salary:

£

Reason for leaving:

Brief Summary of
your duties:

When would you be available for employment?

Previous Employment

Employers Name:	
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Position Held:	
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Employment Address:	
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Post Code:	
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Date Started:		Date Finished:	
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Salary:	£	
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Reason for leaving:	
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Brief Summary of your duties:	
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Employers Name:	
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Position Held:	
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Employment Address:	
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Post Code:	
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Date Started:		Date Finished:	
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Salary:	£	
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Reason for leaving:	
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Brief Summary of your duties:	
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Employers Name:	
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Position Held:	
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Employment Address:	
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Post Code:	
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Date Started:		Date Finished:	
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Salary:	£	
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Reason for leaving:	
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Brief Summary of your duties:	
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Previous Employment contd.,

Employers Name:	
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Position Held:	
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Employment Address:	
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Post Code:	
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Date Started:		Date Finished:	
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Salary:	£	
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Reason for leaving:	
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Brief Summary of your duties:	
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Employers Name:	
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Position Held:	
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Employment Address:	
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Post Code:	
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Date Started:		Date Finished:	
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Salary:	£	
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Reason for leaving:	
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Brief Summary of your duties:	
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Employers Name:	
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Position Held:	
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Employment Address:	
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Post Code:	
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Date Started:		Date Finished:	
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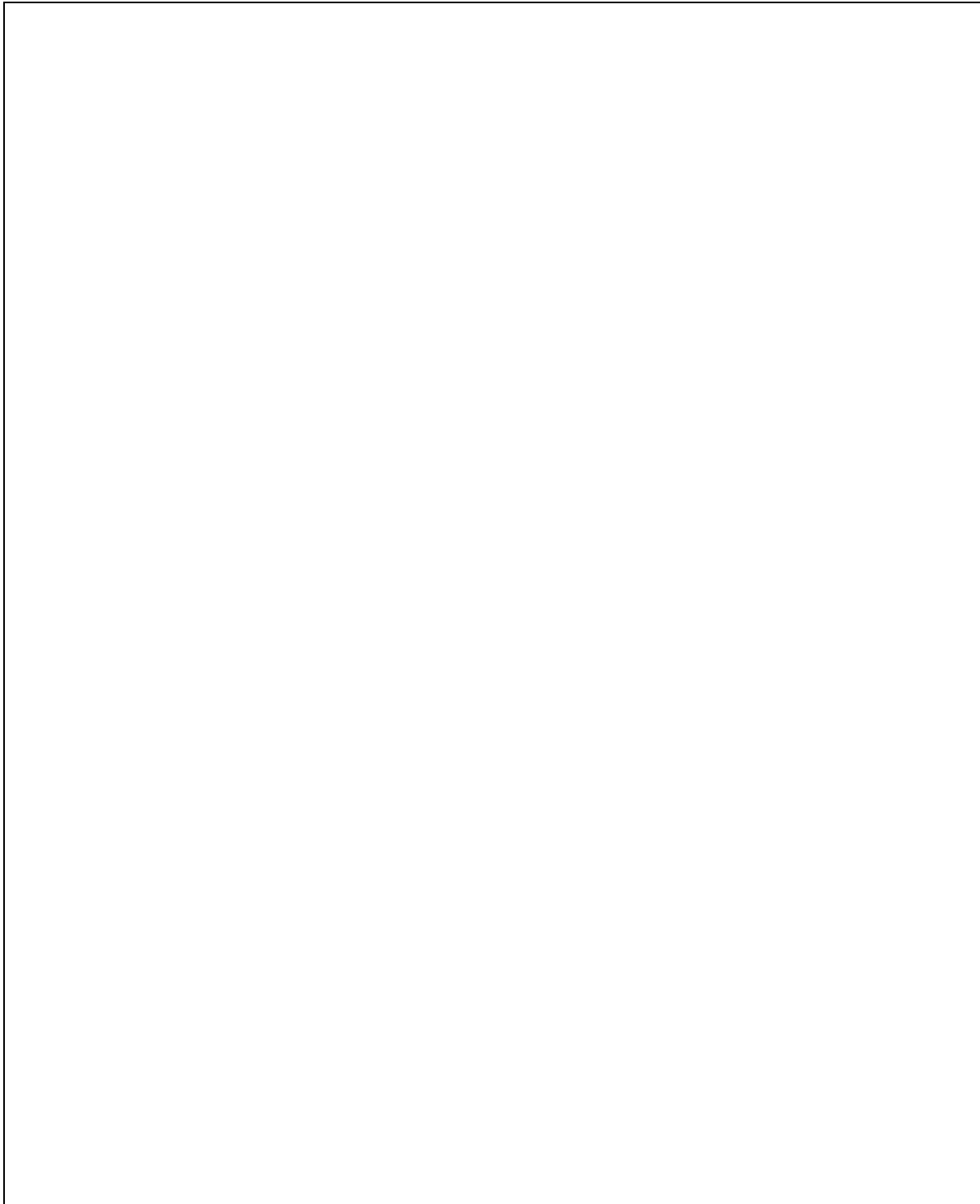
Salary:	£	
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Reason for leaving:	
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Brief Summary of your duties:	
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Supporting Statement

Drawing upon your experience, skills, abilities and qualifications you should demonstrate below their relevance to the job that you are applying for. Use the job description and person specification as a guide and be sure to highlight your ability to the job where you can. You should also include an explanation which details why you are applying for this job.

A large, empty rectangular box with a thin black border, intended for the applicant to write their supporting statement. The box occupies most of the page below the instructions.

References

Please give details of two people who can provide information that will confirm your suitability for the post. Where appropriate one person should be your current or most recent employer. Please note that for certain posts the Town Council reserves the right to contact any previous employer and request a reference in addition to the two detailed below.

1. First Reference

Name:			
Address:			
Post Code:			
Relationship:			
Contact Number:			
Email address:			
Can we contact before the interview? (please state yes or no)			

2. Second Reference

Name:			
Address:			
Post Code:			
Relationship:			
Contact Number:			
Email address:			
Can we contact before the interview? (please state yes or no)			

Disability Discrimination Act 1995

This Act protects people with disabilities from unlawful discrimination. If we know you have a disability, we will make adjustments to the working environment provided it is reasonable in the circumstances to do so.

Do you have a disability which you wish us to know about at this stage? (Please state Yes or No)	
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If yes, to assist us in considering your application, please let us know if you believe there are any reasonable adjustments we should be making.

Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation.

Are you legally entitled to live and work in the UK and are able to produce documentation? (Please state Yes or No)	
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Further Information and Declaration

Canvassing

All forms of canvassing will automatically disqualify candidates from employment, e.g. you must not ask a Councillor or Officer to use their influence to help you gain this job.

Are you related to a Councillor or Officer of the Town Council? (Please state Yes or No)	
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If yes, please provide:

Name:	
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Relationship:	
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Mobility

If the post you have applied for involves driving duties/ability to travel to different locations, are you able to fulfil these duties? Note: the person specification / job description will indicate what is required. (Please state Yes or No)	
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Declaration

I certify that the information given on this form is factually correct to the best of my knowledge. I understand that information from this form may be computerised for personnel / employee administration / equal opportunities monitoring purposes in accordance with the Data Protection Act 1988. In addition, in accordance with this Act, this information may also be used for the prevention and detection of fraud and crime. Where applicable I will be subject to the regulations on political restrictions as defined in the Local Government Housing Act 1989.

Warning: any person appointed to the Town Council having given false information will be liable to dismissal without notice.

Signed:	
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Date:	
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Once you have completed this form and signed it, please return to the Town Council by either scanning a copy and emailing it to

info@bletchleyfennystratford-tc.gov.uk

Alternatively, you can deliver/post it to the main office at:

Bletchley and Fenny Stratford Town Council

Bletchley Library

Westfield Road,

Bletchley

MK2 2RA

We regret that we may not be able to reply to all applicants but would like to take this opportunity to thank you for your interest in this post. Therefore, if you do not hear from us within 21 days of the closing date, your application has been unsuccessful on this occasion.