



KIRKHAM TOWN COUNCIL

The Community
Centre
Mill Street
Kirkham
PR4 2AN
Tel 01772 682755

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www.kirkhamtowncouncil.co.uk

Job Description

Post Title	Facilities Administrator
Hours of work	20 Hours
Contract Period	Permanent (after successful probation)
Responsible to	Clerk to the Council

Job Purpose
To manage the Council's building assets including the hiring of the Council's leisure facilities, management of invoices, policies, licences and new business.
Responsibilities and Duties
<ul style="list-style-type: none">• To deal with enquiries from prospective customers concerning room bookings for the Community Centre and room and pitch booking for the William Segar Hodgson building and playing fields• To manage all bookings including the creation and issue of invoices, ensuring the timely payments• To issue management reports to elected members using Sage 50 to generate reports• Keeping concise records regarding room bookings, ensuring that all policies and procedures are adhered to, which can be accessed by other officers and members of the Town Council• To be designated key holder for council buildings dealing with security and emergency access issues• Maintain, and renew the Council's bar license at the Community Centre• Deal with all payments to council facilities, and ensure banking is completed accounting for all monies received• Raise purchase orders for goods associated with the management and maintenance of these facilities ensuring monthly inspections are carried out and a situation report is made on a regular basis to the council• Ensure all test certificates, such as fire alarm are maintained, and up to date• Be the Council's responsible Fire officer, and as such ensure fire regulations are adhered to, and highlight any issues accordingly through the completion of regularly reviewed risk assessments for both properties and associated facilities• To prepare, in consultation with members of the Town Council, press releases and social media updates regarding the work of the Town Council, and to keep the Council's website up to date

Prepared By: Kirkham Town Council

Date: November 2020

Person Specification

POST TITLE: Kirkham Town Council Facilities Administrator

COMPETENCIES (All competencies listed are <u>essential</u> to the post)	METHOD OF ASSESSMENT
CUSTOMER FOCUS <ul style="list-style-type: none"> • Treats employees as customers • Puts the customer first and values the customer in everything they do • Is professional, polite and friendly at all times • Appreciates the customer is the only reason there is a job • Challenges whether the existing ways of doing things meet customer need 	Application form / interview
WORKING TOGETHER <ul style="list-style-type: none"> • Promotes effective working across different service areas • Accepts and provides constructive challenge • Is an effective team player • Demonstrates the ability to learn from others • Focuses on solutions rather than problems • Works with others to deliver great performance 	Application form / interview
EFFECTIVE COMMUNICATION <ul style="list-style-type: none"> • Clearly explains the reasons for decisions made • Open, honest and transparent in all communications • Champions success at every opportunity • Demonstrates the ability to listen and understand • Never 'bad mouths' the organisation • Contributes to feedback and engagement at work 	Application form / interview
PRIDE & INTEGRITY <ul style="list-style-type: none"> • Demonstrates enthusiasm and personal commitment • Takes pride in working for Kirkham Town Council • Enjoys the work they do in their chosen career • Has respect for others at all times • Appreciates and values the opinion, interests and views of others • Always represents the town in a positive manner 	Application form / interview
STRONG LEADERSHIP MANAGEMENT <ul style="list-style-type: none"> • Is always accessible and approachable • Leads by example and always displays a positive attitude • Motivates, encourages and supports others to achieve their best • Has a strong focus on doing what is best for the organisation • Manages change as part of the 'day job' • Makes creative suggestions about how to do things better 	NA

QUALIFICATIONS	ESSENTIAL/DESIRABLE	METHOD OF ASSESSMENT
Educated to a good standard	E	AF / Certificates
Experience of sage 50, sage 50 reporting and general accountancy	D	AF/Int

SKILLS / KNOWLEDGE / EXPERIENCE	ESSENTIAL/DESIRABLE	METHOD OF ASSESSMENT
Computer literate in all aspects of IT, Inc. emails and office packages	E	All the required Skills / Knowledge / Experience will be assessed through Application Form / Interview
Experience of sage 50, sage 50 reporting and general accountancy	D	
Experience in customer service facing role, and dealing with members of the public	D	
A confident and assertive communicator with a polite and professional manner	E	
Able to carry out safety checks	D	
First aid and fire safety trained	D	
Previous facilities experience including the preparation of risk assessments	E	