



GORING-ON-THAMES PARISH COUNCIL

Goring-on-Thames Parish Council
Gardiner Pavilion, Upper Red Cross Road, Goring, Reading, RG8 9BD
Clerk@GoringParishCouncil.gov.uk

STAFF VACANCY

Assistant Clerk

The Civil Parish of Goring-on-Thames is located in the District of South Oxfordshire, within the Chilterns Area of Outstanding Natural Beauty (AONB) with an Electoral Roll circa 2750.

Applications are invited for the post of Assistant Clerk, responsible to the Parish Clerk. This is an office based, part time, permanent vacancy for 12-15 hours per week. Goring-on-Thames Parish Council has office space which can be used in the execution of the role, with hybrid working enabling some hours to be completed from your home. It is not possible to fulfil the requirements of this role solely from home.

Salary offered is pro rata to the national scale LC1 points 7 to 12 of between £22,369 and £24,496 a year for a full time (37 hrs a week) equivalent.

This position will play an important role in supporting and deputising for the Parish Clerk, it is expected that applicants will have good communication and IT skills. A laptop and mobile phone are provided along with appropriate training and the potential to take qualifications.

The role of Assistant Clerk is hands-on, requiring travel across the parish to complete statutory inspections, meet contractors or attend meetings of the council and committees, which will involve some evening work.

Closing date for applications: **4.00pm on Sunday 30th July 2023**. Applicants are requested to submit a completed application form (available directly from the clerk, or download from the website), and will also include a C.V. and covering letter. For more information or to discuss the role in more detail, contact the Parish Clerk (contact details above). Applications should be marked confidential and for the attention of the Parish Clerk. Interviews will be held after 1st August 2023 for a single interview conducted by a panel of Councillors and the Clerk. Any appointment will be made subject to references.



GORING-ON-THAMES PARISH COUNCIL

APPENDIX B

Job Title: Assistant Clerk

Job Purpose: To provide support to the Parish Clerk / Responsible Financial Officer

Responsible to: Parish Clerk

Principal Duties and Responsibilities:

1. To work with and as directed by the Clerk to gain an understanding and knowledge of the work undertaken by the Council as needed to execute the duties of the role.
2. To work in accordance with the Council's health and safety policy and to seek to ensure that its obligations for Risk Assessment are met.

To assist the Parish Clerk:

1. To seek to ensure that statutory and other provisions governing or affecting the running of the Council are observed, including advising the Council as to the requirements of existing and new legislation.
2. To assist the Clerk, in cooperation with the finance committee, preparation of estimates of income and expenditure for each coming financial year. These estimates form the basis for the annual budget (when approved by the Council), and the basis for the precept to be submitted to the District Council.
3. To seek to ensure that the Council properly discharges its obligations regarding health & safety and risk assessments.
4. To seek to ensure that the Council's obligations in respect of insurance are properly met.
5. To attend meetings of the Council or Committees as required and prepare minutes for approval.
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of the known policy of the Council.
7. To manage the ordering of goods and services supplied to the Council and seek to ensure they are properly paid for. To issue invoices for goods and services supplied by the council and ensure proper payment is received.
8. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation to and discussion by the Council.
9. To draw up both on his or her own initiative and as a result of suggestions by councillors' proposals for consideration by the council and to advise on practicability and likely effects of specific courses of action.

10. To supervise any members of staff as their line manager in keeping with the policies of the council and to undertake all necessary activities in connection with the conditions of employment and work of other staff.
11. To monitor the implemented policies of the Council to seek to ensure they are achieving the desired result and, where appropriate, suggest modifications.
12. To prepare and issue notices, agendas and minutes for the parish meeting (an annual event): if required, to attend the assemblies of the parish meeting and to implement the decisions made at the assemblies that are agreed by the Council. To prepare and issue notices, agendas and minutes for meetings of the council with focus on the Planning, Communications and the Traffic Management, Parking & Pedestrian Safety Committees
13. To manage the Council's website, ensuring that its content is kept fully up to date and in compliance with the requirements of freedom of information legislation and data protection, and to seek to ensure that it remains technically suitable to the needs of the Council.
14. To manage the Council's burial ground.
15. To prepare, in accordance with the appropriate rules agreed by the council, news releases about the activities and decisions of the Council and to respond to media enquiries in accordance with the same rules.
16. To comply with the Freedom of Information and Data Protection Acts.
17. To continue to acquire the professional knowledge necessary for the efficient management of the affairs of the Council, including attendance at training courses and seminars on the work and role of the Clerk/Assistant Clerk, as required by the Council.

Other duties:

To undertake additional duties as required, commensurate with the level of responsibility of the post.

Note:

This job description outlines the main duties and responsibilities of the position of Assistant Clerk at the date written. It is prepared for the benefit of both the post holder and the Council in understanding the prime functions of the post as currently defined. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities created by legislation or taken on in response to the changing needs of the Parish Council. Some of these duties may be executed by other employees of the Council.



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Appendix C

Job Title: Facilities Assistant

Job Purpose: To ensure the Council's estate, facilities and equipment are monitored, inspected, operated and maintained to the required safe and performance standards of the Council

Responsible to: Parish Clerk

Principal Duties and Responsibilities:

1. To monitor the internal and external condition of all the Council's Buildings, report any damage and take action in conjunction with the Clerk to ensure that the day to day maintenance, appearance and safety are to the agreed standard.
2. To monitor the condition of the Council's assets such as benches, fences, notice boards and other equipment belonging to and used by the Council (and residents).
 - a. To maintain the Council's Asset Register.
3. To supervise the Cleaning Personnel & Village Litter Picker ensuring that they are clear about expected standards of performance.
4. To make recommendations for and to monitor compliance with the Council's programme of repair and maintenance of its facilities and to assist in obtaining goods and services in furtherance of that objective.
5. To open, close and where applicable attend the Old Jubilee Fire Station, Gardiner Recreation Ground & Pavilion; Sheepcot Recreation Ground & Pavilion; Bourdillon Field & White Hill Burial Ground in accordance with pre-arranged inspections and contractor appointments/work as and when required.
6. To carry out and record routine testing of applicable building alarm systems (fire and security) and emergency lighting systems.
7. To carry out and record Planned Preventative Maintenance (PPM) testing of Old Jubilee Fire Station, Gardiner Pavilion; Sheepcot Pavilion to include but not limited to weekly flushing when the buildings are not used, monthly temperature checks and quarterly shower descaling.
8. As required, to set/adjust heating and lighting timer controls/systems to reflect seasonal and individual usage requirements.
9. To carry out weekly visual inspections and monthly recorded safety inspections and to co-ordinate the annual independent inspections of the Council's play equipment areas.
10. To take and record on a monthly basis, meter readings for electricity, gas and water supplies in Old Jubilee Fire Station, Gardiner Pavilion; Sheepcot Pavilion & White Hill Burial Ground.

11. To monitor and ensure that all agreed capital and maintenance work including independent risk assessments (fire, water hygiene, asbestos, energy, etc.,) is carried out in accordance with the programme agreed with the Clerk.
12. To monitor performance of any Council contractor carrying out works on or to the Council's facilities and take action if necessary to maintain standards.
13. To obtain formal quotations for approved minor work as required by the Council within their Financial Regulations.
14. To meet with Grave Diggers and Memorial Masons as required to ensure burials/interments/erection of memorials meet required health and safety standards and coincide with Burial Ground Plan.
15. To monitor and maintain cleaning materials inventory and either restock as appropriate or pass restocking requests to the Clerk by arrangement.
16. If appropriately skilled, to carry out such other maintenance and responsibilities in respect of the general efficiency and cleanliness of the village; which may from time to time be determined by the Clerk.
17. To deal with/attend out of office hours calls out from hirers of facilities or lock the recreation spaces in exceptional circumstances, responsibility on rota with the Clerk.
18. There will be occasions when the post holder will be required to undertake tasks in relation to this job description outside the normal working hours. These hours will be recompensed by means of either time off in lieu or overtime payment at the contracted hourly rate as determined by Clerk.
19. To undertake any training deemed necessary.
20. To complete any other related or emergency duties as directed by the Parish Clerk in line with the responsibility of all employees to provide a service to the public. The hours of work will be up to 10 hours per week, worked flexibly to accommodate the needs of the service.

Other duties:

To undertake additional duties as required, commensurate with the level of responsibility of the post.

Note:

This job description outlines the main duties and responsibilities of the position of Facilities Assistant at the date written. It is prepared for the benefit of both the post holder and the council in understanding the prime functions of the post as currently defined. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities created by legislation or taken on by the council in response to the changing needs of the village.



GORING-ON-THAMES PARISH COUNCIL

Appendix D

Job Title: Cleaner of Parish Buildings

Job Purpose: The purpose of this post is to ensure the parish buildings are clean and safe, in accordance with the relevant legislation and with specific emphasis on Health and Safety.

Responsible to: Parish Clerk, Facilities Assistant for day to day issues.

Principal Duties and Responsibilities:

1. To ensure the buildings are cleaned in accordance with the approved specification.
2. To complete a weekly work log provided by the Council for monitoring purposes, recording accurately the hours worked.
3. To monitor the fabric of the building by regular checks both internally and externally for defects, damage or breakdown reporting any defects to the Assistant Clerk for Property.
4. To communicate with the public and work colleagues in a courteous, respectful and appropriate manner in order to maintain good relationships.
5. To report to the Assistant Clerk for Property any Health and Safety issues observed whilst undertaking the role.
6. To undertake any training deemed necessary.
7. To complete any other related or emergency duties as directed by the Parish Clerk in line with the responsibility of all employees to provide a service to the public. The hours of work will be up to 20 hours per month, worked flexibly to accommodate the needs of the service.

Other duties:

To undertake additional duties as required, commensurate with the level of responsibility of the post.

Note:

This job description outlines the main duties and responsibilities of the position of clerk at the date written. It is prepared for the benefit of both the post holder and the council in understanding the prime functions of the post as currently defined. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities created by legislation or taken on by the council in response to the changing needs of the village.



Appendix A – Cleaning Scope

For All Buildings

Weekly Tasks:

1. Dust and polish any tables/desks and other hard surfaces including window sills.
2. Empty waste bins and separate recycling (transfer to OJFS for collection)
3. Hoover any carpets & mop hard floors with disinfectant
4. Wipe all kitchen surfaces and sink with wet cloth and disinfectant spray
5. Wipe down toilet surfaces, showers & sinks with wet cloth and disinfectant
6. Use toilet cleaner and clean inside of toilet bowl & urinals
7. Check the fridge weekly for spills and clean if required – otherwise, monthly clean.

Once per month tasks

8. Clean away cobwebs from all rooms – paying particular attention to ceilings/corners.
9. Wipe down doors, light switches and skirting boards.
10. Wipe down inside and outside of fridge

Once every two months tasks.

1. Clean windows inside and wipe down internal doors and handles with a wet cloth
2. Clean windows outside

Scope of Services for Cleaning Duties

Prepared for period commencing 1 April 2023

Gardiner Pavilion

1. Empty waste bins and separate recycling
2. Wipe all kitchen surfaces with wet cloth and disinfectant spray
3. Wipe down inside and outside of fridge
4. Wipe down all sinks with wet cloth and disinfectant spray
5. Wipe down toilet surfaces with wet cloth and disinfectant spray
6. Use toilet cleaner and clean inside of toilet bowls and urinals
7. Wipe down showers with wet cloth and disinfectant
8. Mop all vinyl and wet surface floors (showers, toilets) with disinfectant
9. Clean away cobwebs from ceiling corners of all rooms
10. Clean skirting boards and light switches
11. Every 4th week complete a bi – monthly task

Bi – Monthly

12. Clean windows inside and wipe down internal doors and handles with a wet cloth
13. Clean windows outside

Sheepcot Pavilion

1. Empty waste bins and separate recycling
2. Wipe all kitchen surfaces with wet cloth and disinfectant spray
3. Wipe down inside and outside of fridge
4. Wipe down all sinks with wet cloth and disinfectant spray
5. Wipe down toilet surfaces with wet cloth and disinfectant
6. Use toilet cleaner and clean inside of toilet bowls and urinals
7. Wipe down showers with wet cloth and disinfectant
8. Mop all vinyl and wet surface floors (showers, toilets)
9. Clean away cobwebs from ceiling corners of all rooms
10. Clean skirting boards and light switches
11. Every 4th week complete a bi – monthly task

Bi – Monthly

12. Clean windows inside and wipe down internal doors and handles with a wet cloth
13. Clean windows outside



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Appendix D

Job Title: Litter-Picker

Job Purpose: The purpose of this post is to support the Parish Council by keeping the parish clean and tidy by the regular removal of litter, in accordance with the relevant legislation and with specific emphasis on Health and Safety.

Responsible to: Parish Clerk, Assistant Clerk Property for day to day issues.

Principal Duties and Responsibilities:

1. To remove and collect litter from areas identified on the Schedule and/or from further areas as identified from time to time.
2. To complete a weekly work log provided by the Council for monitoring purposes, recording accurately the hours worked.
3. To identify and record on the work logs the main areas of litter pollution and any graffiti and/or vandalism within the village by visual inspection.
4. To communicate with the public and work colleagues in a courteous, respectful and appropriate manner in order to maintain good relationships.
5. To report to the Assistant Clerk for Property any Health and Safety issues observed whilst undertaking the role.
6. To undertake any training deemed necessary.
7. To complete any other related or emergency duties as directed by the Parish Clerk in line with the responsibility of all employees to provide a service to the public. The hours of work will be up to 12 hours per month, worked flexibly to accommodate the needs of the service.

Other duties:

To undertake additional duties as required, commensurate with the level of responsibility of the post.

Note:

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