



# GORING-ON-THAMES PARISH COUNCIL

Goring on Thames Parish Council  
Old Jubilee Fire Station, Red Cross Road, Goring, Reading RG8 9HG  
Clerk@GoringParishCouncil.gov.uk

## STAFF VACANCY

### Facilities Assistant

The 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 Role circa 2750.

Applications are invited for the post of Facilities Assistant, responsible to the Parish Clerk. This is an office / site based, part time, permanent vacancy for 10 hours per week. Please note, the council office is COVID-Secure and as such the staff are able to work from the office at this time. It is not possible to fulfil the requirements of this role solely from home. As this is a new post, more hours may become available at the discretion of the council whilst policies and procedures are put in to place to effectively manage the facilities.

Salary offered is pro rata to the national scale LC1 points 5 to 6 of between £18,795 and £19,171 a year for a full time (37 hrs a week) equivalent.

This position will play an important role in managing the Parish Council's properties and facilities, so that they make an enhanced contribution to the life of the community. The post will include the following properties and facilities:

- Old Jubilee Fire Station (the Parish Council Office)
- Gardiner Recreation Ground; Pavilion & Play Equipment Area
- Sheepcot Recreation Ground & Pavilion
- Bourdillon Field & Play Equipment Area
- Rectory Garden
- Ferry Lane Space
- White Hill Burial Ground
- Yew Tree Court Parish Council Space
- Glebe Rise Parish Council Green Space
- Other Parish Assets and Trees.

The position may expand in time to also include the management of the streetlamps across the parish, NOTE: this will require being able to intermittently inspect the lamps for faults during the hours of darkness all year round.

### Key skills and Experience

- Experience in property maintenance and management
- Organisational skills
- Analytical skills
- Well-developed interpersonal skills
- Numeracy skills

- Communication skills
- Teamworking skills
- Diplomacy
- Relevant Health & Safety Qualification, or willingness to train for one

This is a hands-on role, requiring travel across the parish to complete statutory inspections, small maintenance tasks and meet contractors to effectively manage the properties and facilities portfolio.

The ideal candidate would have a long-term goal to train to be an Assistant Clerk to support the ongoing needs of the council. In this instance, appropriate training would be available. For this, a willingness to work towards the CILCA qualification is desirable.

Closing date for applications: **4.00pm on Friday 15<sup>th</sup> January 2021**. 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.