



MALMESBURY TOWN COUNCIL

JOB DESCRIPTION

JOB TITLE: Town Hall Administrator

GRADE/SCALE: Spinal column points 4-6 (£23,114 - £23,893 p/a pro-rata) or £12.01 - £12.42p/h

WORKING HOURS: 20 hrs p/week

1. JOB PURPOSE

1. To be responsible for the day-to-day operation of the Town Hall Facilities, Room Hire, and to act as the primary point of contact for Town Hall matters.
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2. MAIN DUTIES

Town Hall

Bookings and Hirers

1. To maintain the hiring and letting of the Town Hall.
2. To be the main point of contact for hirers and their requirements.
3. To ensure the booking system is maintained and communicated to all relevant members of staff.
4. To oversee Caretakers, arranging adequate cover when the Town Hall is in use and ensuring hirer requirements are met to include timely distribution of Caretaker Overview sheets.
5. To act as relief Caretaker in exceptional circumstances.
6. To ensure room hire invoices are prepared and sent out in a timely manner.

7. To check Town Hall facilities after room hire, to ensure condition is returned to the original standard. To also ensure that bar and cleaning products are re-stocked after use.

Maintenance & Works

1. To liaise with cleaning contractors to ensure a high standard of cleanliness throughout the Town Hall.
 2. To assist the Deputy Town Clerk in review of the Town Hall service contracts as required (windows, doors, utilities, lift, alarms etc.)
 3. Monitor the Town Hall Facilities and report areas where work needs to be undertaken.
 4. To work with the Deputy Town Clerk to ensure the Town Hall meets with all relevant health & safety standards.
 5. To act as key holder for the building and respond to alarm calls as appropriate.
 6. To be responsible for the overall security of the building including the maintenance and regular testing of alarms.
 7. To ensure the evacuation procedure is reviewed as needed and communicated to all staff and users of the Town Hall as required.
 8. To ensure all safety checks and logs are completed as required.
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3. GENERAL

1. To work with the Town Clerk and Deputy Town Clerk in maintaining positive relationships with all stakeholders of the Town Hall.
 2. The post-holder receives general supervision from the Town Clerk but is expected to work largely on their own initiative.
 3. The post-holder will provide direct guidance to the Caretakers, on site supervision to the cleaner and will oversee contractors on site.
 4. There will be an expectation that the post-holder will carry out other duties that reasonably falls within the general nature of the level of responsibility of the post.
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4. EXPERIENCE/SKILLS

1. Good IT skills.
 2. A high level of interpersonal and communication skills.
 3. A basic knowledge of health and safety requirements.
 4. An enthusiastic and positive approach.
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5. PHYSICAL ABILITY

1. The post-holder will be required to move furniture and equipment on occasions, evening work may very occasionally be required, and time worked over 20hrs may be given in time off in lieu by prior agreement with the Town Clerk.
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February 2024.