

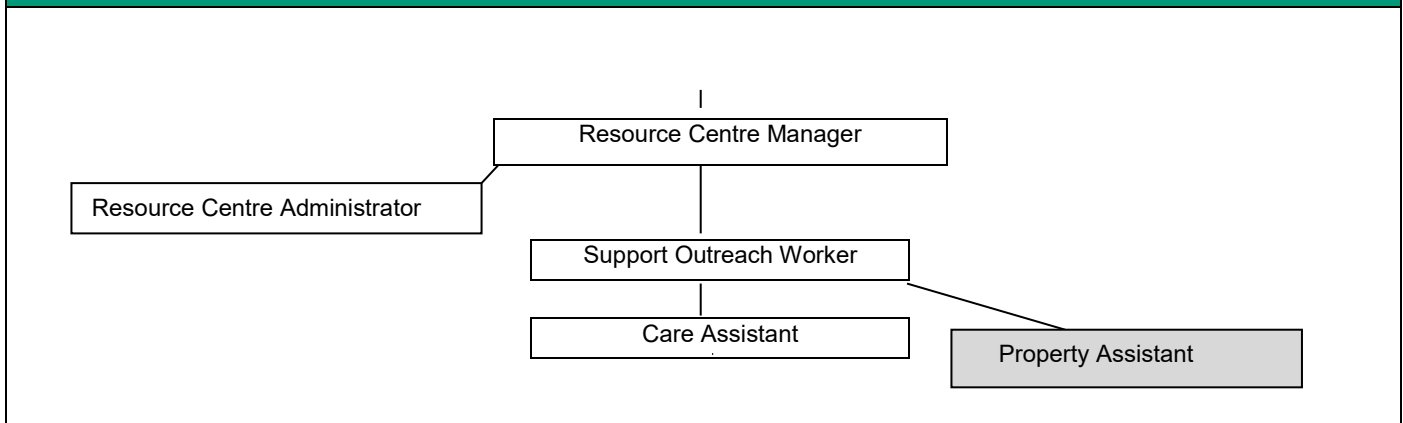
Job Description and Person Specification

Job title:	Property Assistant
Directorate:	People
Service:	Adult Social Care
Team:	Day Opportunities
Post number:	04322
Salary grade:	C
Work location:	Phoenix Resource Centre
Reports to:	Resource Centre Manager
Supervises:	

Job Purpose

- To meet and greet tenants and hirers when arriving for pre-booked sessions at the Phoenix Resource Centre as per the booking schedule.
- To provide a property support service to tenants and hirers using the Phoenix Resource Centre outside of Day Opportunities normal working hours; during evenings and weekends.
- To maintain good health and safety and security at the premises outside of normal working hours
- To carry out minor maintenance tasks if and when required.
- To be a local key holder for the Phoenix Resource Centre.
- To support the Resource Centre Manager to set up and clear down rooms in preparation for tenants and hirers as per their booking requests of room bookings. This will include setting up IT facilities, chairs and tables.
- To act as technical assistant for the theatre facilities and to set out auditorium seating as required and set up lighting and music/PA systems as requested by Hirers and Tenants via the booking system.
- To work with and adhere to all relevant West Berkshire Council policies and practices.
- To be available during evenings and weekends by mobile phone; if off site; in order to respond to any difficulties tenants or hirers may encounter.

Structure Chart



Main Duties and Responsibilities

- Carry out minor maintenance tasks if required such as, changing light bulbs; resetting of heating controls, keeping entrance and exit areas clean, tidy and clear of debris etc.
- Move and position furniture and other equipment such as IT equipment as requested.
- Check equipment to ensure it is functioning properly and ensure battery powered equipment is fully charged as needed. Ensure all necessary annual checks and services are being carried out, e.g. PAT testing as guided by the Resource Centre Manager.
- Carry out H&S checks during evening and weekend operation as requested by the Resource Centre Manager.
- Ensure that correct procedures are followed when using all equipment and materials.
- Checking and monitoring heating systems if required.
- Undertake training appropriate to role e.g. H&S, Fire Awareness, Moving and Positioning, Emergency First aid, Security Awareness.
- Liaise with the security service provider to ensure lock ups and opening of the premises are carried out appropriately and in line with out of hours bookings.
- To work in line with all applicable West Berkshire Council Policies and Procedures at all times and to adhere to the Day Opportunities lone working procedure.

Scope (impact on/control of resources, people, money etc)

There are no budgetary responsibilities for the post

Person Specification

Qualifications	Essential/ Desirable	Internal Use Only
English and Maths GCSE	E	1
Knowledge and understanding		
Knowledge of managing business premises	D	1
Basic knowledge of commercial heating and lighting systems	D	2
Knowledge of property security	D	3
Knowledge of Theatre auditorium seating, lighting and sound systems would be an advantage.	D	4
Skills and abilities		
Ability to follow written instructions	E	1
Ability to make basic calculations	E	2
Working knowledge of H&S relevant to job role	E	3
Ability to stay calm and manage an emergency situation	E	4
Work-related personal qualities		
Friendly and professional disposition	E	1
'Can do' attitude	E	2
Problem solving abilities	E	3
Ability to work on own initiative	E	4
Flexible and adaptable	E	5
Other work-related requirements		
Full driving licence	E	1
Be prepared to be available by mobile phone during designated evening and weekend hours if off site	E	2
Prepared to be a local key holder for the Phoenix Resource Centre	E	3

Enhanced DBS check with relevant barred list/s	Yes	n/a
Is this post politically restricted?	No	n/a
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	4