Godalming
Town Council

Supporting Our Community

ADDITIONAL INFORMATION
Facilities Supervisor

THE POST

Godalming Town Council runs two Community Centres (Broadwater Park Community Centre and the Wilfrid Noyce Centre), a Georgian Meeting Hall (the Old Town Hall, known as The Pepperpot) Godalming Bandstand, the public toilet facilities in Godalming and Farncombe and has responsibility for the Godalming Museum building. The Council also owns 12 acres of allotment land at various sites throughout the town although only two small sites are managed directly by the Council – the majority are leased to a local allotment association. On behalf of the Godalming Joint Burial Committee the Council manages two cemeteries – Nightingale Cemetery and Eashing Cemetery and two Lodge Houses which are privately rented.

This post is responsible for the management of all the above facilities and for the line management of a part-time Community Centre Caretaker.

Godalming Town Council is a small organisation and this post will be one of a close-knit team (consisting of only eight posts - 6.5 full-time equivalents) based at the Town Council offices and Godalming Museum (see the attached organisation chart).

TERMS AND CONDITIONS

Terms and conditions of employment are as set out in the National Agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services, a copy of which is available to be read at the Town Council offices.

This appointment will be subject to satisfactory completion of a six-month probationary period.

PLACE OF WORK

The Facilities Supervisor will primarily be based at the Godalming Town Council offices, Municipal Buildings, Bridge Street, Godalming GU7 1HT, but will also be required to work at other Town Council facilities within Godalming and Farncombe.

SALARY & HOURS OF WORK

The starting salary for this post is £25,951. The salary grade for this post is based on NJC pay scales (spinal column points 29 to 31) and is calculated on a standard working week for local government staff, which is currently 37 hours. Additional hours worked as attendance at evening meetings or at weekend events will be recompensed by time off in lieu to be taken as soon as reasonably practicable after the event.

All Godalming Town Council staff are paid monthly by BACS payment on the twenty-fifth day of each month.

LEAVE ENTITLEMENT

The full-time equivalent annual leave entitlement for this post is 21 days per annum (increasing to 25 days per annum after five years' continuous local government service) plus two extra statutory days and public holidays.

PENSION

The postholder will be entitled to become a "pensionable employee" by joining the Local Government Pension Scheme. This scheme is a contracted out scheme under the Social Security Pensions Act 1975, and is operated for this authority by Surrey County Council. Employee's contribution rates are currently 6.5% of salary.

CAR ALLOWANCES

If the use of a motor vehicle is required for the performance of the postholder's duties then reimbursement for the use of the postholder's private car will be made for all business mileage in accordance with the National Joint Council for Local Government Services' Scheme and the dispensation agreement with HM Revenues & Customs. The post holder will be entitled to receipt of an essential car users allowance, currently at £1,239 pa.

The postholder will be required to have business use car insurance.

INSURANCE

a) **Personal Accident and Assault**
   As a responsible employer the Council is anxious to minimise the risk to its employees of personal accident or assault whilst performing their duties. The Council will therefore insure the postholder against death or permanent disablement arising from and in the course of your duties.

b) **Fidelity Guarantee**
   For the purposes of securing the Council against the loss of money or other property under the postholder's control or in accordance with the requirements of legislation for the time being in force the Council will maintain adequate insurance to cover any such losses.

CODE OF CONDUCT

The postholder will be expected to comply with the Godalming Town Council's Officer Code of Conduct. Any breach of this Code of Conduct will be dealt with in accordance with the Godalming Town Council Disciplinary Procedure (copies of the Code of Conduct, the Disciplinary Procedure and the Grievance Procedure are on our website and hard copies are available on request).

All employees of Godalming Town Council are expected to administer and comply with all lawful policies of the Council. Should an employee wish to raise a grievance with the Town Council as the employer then the Godalming Town Council Grievance Procedure must be followed.

APPRAISAL

All employees of Godalming Town Council receive an annual Appraisal/Development Review. Should there be any concern about staff performance, other than matters of a disciplinary nature, the Council undertakes to work with its Officers to seek to ensure that necessary training, mentoring and support is provided to ensure that agreed standards of performance are reached in a reasonable agreed time frame.

TRAINING AND DEVELOPMENT

Godalming Town Council considers it essential that the officers and employees of the Council maintain up-to-date knowledge of their function and duties. To this end the Council expects and supports necessary training and development agreed through the appraisal process and will meet all course and examination expenses and any travel and subsistence costs incurred on the scale set down. In addition, reasonable agreed time in paid working hours will be given for course attendance and other study.

HEALTH AND SAFETY

All employees of Godalming Town Council are expected to familiarise themselves with Godalming Town Council's Health & Safety Policy (copy on website or hard copy available on request) and to ensure that you comply with the provisions of that policy as required and to attend Health & Safety training which will be provided.