

## Job Description

<b>Department</b>	<b>CHILDREN'S SERVICES</b>
<b>Job Title</b>	<b>START WELL CENTRE ASSISTANT</b>
<b>Grade</b>	GRADE C
<b>Primary Purpose of Job</b>	To provide the facilities management for the Start Well Children's Centres in line with the Council's standard operating procedures.
<b>Reporting To</b>	Start Well Facilities Coordinator/ Start Well Facilities Development Manager
<b>Direct Staffing Reports</b>	N/A

### Main Duties

- 1 To ensure all facilities in and around the buildings are in excellent condition, safe, secure and clean at all times, all equipment is maintained, and resources are available.
- 2 Maintain site security, open/close buildings, contributing to the effectiveness and efficiency of premises.
- 3 Ensure actions of self and others reduce risks to health and safety by reporting any maintenance issues to Corporate Property Services and monitoring completion of work.
- 4 To assist with setting up and preparation of rooms to ensure the smooth running of service.
- 5 Ensure the safety and secure storage of all equipment by all centre users and to monitoring contractor activities.
- 6 Carry out basic maintenance and repairs to ensure that the centre is good condition and well-presented both internally and externally.
- 7 Ensure that the building is well presented both internally and externally by ensuring all rubbish and litter is removed.
- 8 Ensure that spot-cleaning duties are carried out including cleaning and protecting floors, carpets and soft furnishings, toilets, washrooms, and surfaces etc. within council standard operating procedures.
- 9 Ensure that food hygiene standards are maintained within the centres.
- 10 Prepare and serve hot/cold drinks and snacks when necessary.
- 11 Develop and maintain positive working relationships with customers and work effectively as part of a team, supporting Reception where appropriate to do so.

Our Values:

Accountability, Determination, Honesty and Respect, Making a Difference, Working Together

**12** Ensure compliance with all health and safety regulations and that they are met within agreed timescales.

**13** Any other duties in line with the post, which may be required from time to time.

**Date Job Description prepared/updated: June 2021**

**Job Description prepared by: Helen Shearer**

## Person Specification

Department     **CHILDREN'S SERVICES**  
 Job Title        **START WELL CENTRE ASSISTANT**

<b>Stage One</b>	Disabled candidates are guaranteed an interview if they meet the essential criteria	
<b>The Minimum Essential Requirements for the above Post are as Follows:</b>		<b>Method of Assessment</b>
<b>1. Skills and Knowledge</b>		
1.	Proven ability to carry out site security patrols, open/ close the building and monitor security using relevant equipment.	Application / Interview
2.	Ability to maintain appropriate resource levels and use resources effectively, ensuring safety and secure storage of all equipment.	Interview
3.	Proven ability to maintain planted and grassed areas outside and to clean and maintain buildings.	Application / Interview
4.	Ability to maintain hygiene standards in food storage, preparation and cooking areas and utensils, and prepare vegetables and fruit as and when required.	Application / Interview
5.	Ability to assist with the preparation of service and function rooms.	Application / Interview
6.	To assist visitors as required.	Interview
7.	Knowledge of compliance regulations regarding health and safety tests for buildings.	Interview
8.	Ability to organise and control laundry requirements for the centre.	Interview
9.	Ability to develop and create good working relationships in the workplace, present a positive image of yourself and your organisation, support other staff and develop yourself.	Application / Interview
10.	<b>Competencies</b> – Please note the council's corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document	Interview
<b>2. Experience/Qualifications/Training etc</b>		
1.	Experience of maintaining security of the workplace and its contents	Application / Interview

2.	Experience of identifying the hazards and evaluating risks in the workplace.	Application / Interview
3.	Experience of carrying out basic repairs.	Application / Interview
4.	Experience of working with contractors.	Application / Interview
5.	Experience of cleaning fixtures and fittings, carpets and soft furnishings and maintaining standards of hygiene.	Application / Interview
6.	Experience of working in a kitchen or of food preparation.	Application / Interview
7.	Basic Food Hygiene Certificate or willingness to obtain.	Proof of Qualification / Interview
<b>3. Work Related Circumstances</b>		
1.	This post operates between 7.00am and 9.00pm and weekends when the service requires it to offer a flexible response to children and families. Working hours will be between these hours, as confirmed with the postholder	Application / Interview
2.	This post has been designated an essential car user post. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council's requirements, in line with the Travel Costs Reimbursement Policy	Application / Interview Documentation
3.	This post is subject to an enhanced disclosure from the Disclosure & Barring Service	Satisfactory DBS Disclosure
4.	This post requires postholders to wear a uniform in line with PPE and health and safety requirements	Interview

<b>STAGE TWO</b>	Will only be used in the event of a large number of applicants meeting the minimum essential requirements
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<b>Additional Requirements</b>	<b>Method of Assessment</b>
<b>1. Skills and Knowledge</b>	
1.	

<b>2. Experience/Qualifications/Training etc</b>	
1.	Experience of monitoring and maintaining the condition a building and heating system as well as contributing to the efficient use of utilities.
	Application Form

**Date Person Specification prepared/updated**

**June 2021**

**Person Specification prepared by**

**Helen Shearer**

Our Values:  
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**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

### **Developing Self & Others**

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

### **Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council's Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

### **Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

### **Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

### **Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

### **Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

### **Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by The Immigration Act 2016.

### **Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

### **Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

Our Values:

Accountability, Determination, Honesty and Respect, Making a Difference, Working Together

The values of an organisation are those key principles by which people are expected to work to day to day. They're our culture and help define what is expected of each and every one of us.



## **Accountability**

take responsibility for actions,  
stand by decisions...

## **Determination**

don't give up, remain positive and  
open to new ideas...



## **Honesty and respect**

be truthful, open, fair, treat others  
how you want to be treated...



## **Making a difference**

work to a high standard, provide a  
quality service, keep it simple...

## **Working together**

share knowledge, support,  
collaborate for better outcomes...



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