



EARLEY TOWN COUNCIL

HANDYPERSON
Application Pack



EARLEY TOWN COUNCIL

The Town of Earley

Since it was first mentioned in the Domesday Book, Earley has grown to become the largest town in Wokingham Borough with a population approaching 35,000. It's position, to the southeast of Reading, means that it has excellent communication links with Reading and a fast train service to London. Much of Thames Valley Business Park, which houses a number of large well-known businesses, is within the Town's boundaries. In more recent years, the Town has been the subject of significant residential development, including the Lower Earley Development in the late 1980's/early 1990's which saw the building of around 9,000 additional dwellings.

The Council

Earley Town Council was created in 1974 following the reorganisation of Local Government. After the disbanding of Berkshire County Council, Earley became the largest parish in the Wokingham Borough Council unitary authority area. Earley's residents are represented by 25 Councillors (covering 8 wards) each elected for a term of four years, the last elections being in May 2023. The Town Council currently employs 17 full and part-time staff and has an annual turnover of around £1.5m.

The Council's Mission Statement

"Earley Town Council will deliver services of the highest quality whilst providing value for money following the guiding principles of Best Value. It will endeavour to promote the wishes of local residents through consultation and by representation to Wokingham Borough Council or other authorities as appropriate. The Town Council will act in the best interests of the residents of Earley and will conduct its business in an open and democratic manner."

Functions of the Town Council

The Town Council also manages three community centres (Maiden Place Centre, Radstock Lane Centre and Centrepoint Community Centre) and the Town Council Offices, a former farmhouse, situated in Radstock Lane, Earley. In addition, it owns Maiden Erlegh Nature Reserve which has an on-site teaching classroom and a lake. It is also responsible for the management of other parks and sports areas, including Sol Joel Park, an ancient woodland area and other open spaces. Earley Town Council is a burial authority, operating Mays Lane Cemetery and provides allotments at the Culver Lane site.



Please read the information in this document before you complete your application form.

You will need to make clear in your application form:

- Why you are interested in the position
- What relevant skills and experience you have (refer to the Job Description and Person Specification)

Please complete the application form in full as shortlisting will be based on the information provided in the form.

Only completed application forms will be accepted, please do not send CVs.

References may be taken up for all shortlisted candidates.

Please return forms either:

- via email marked Private & Confidential to townclerk@earley-tc.gov.uk
- or by post in a sealed envelope marked Private & Confidential to:
Jo Friend, Town Clerk, Earley Town Council, Council Offices, Radstock Lane, Earley,
Reading, RG6 5UL.

The closing date for receipt of applications is **Thursday 10th April 2025.**

Interview date to be agreed (Interviews will be conducted in person).

For an informal discussion about the post, please contact Emma Carroll, Deputy Town Clerk, at Earley Town Council, Council Offices, Radstock Lane, Earley, Reading RG6 5UL, telephone 0118 986 8995 or email deputy@earley-tc.gov.uk

Application forms available on the Earley Town Council website www.earley-tc.gov.uk. Hard copies also available for collection from the Council Offices Helpshop in Radstock Lane.

Earley Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.

JOB DESCRIPTION - HANDYPERSON

Line Manager: Operations Manager

Description of the Post:

To work as part of the Maintenance Team, to undertake various types of maintenance and repair work to upkeep Town Council's assets, including Community Centres. The post holder may also be required to assist with some ground maintenance work at the Council's Cemetery, Parks, Sports Facilities and Allotments, as and when required.

Duties and Key Responsibilities:

1. To carry out basic maintenance and repair work on Town Council buildings and assets.
2. To identify and report any maintenance issues to the Operations Manager.
3. To update jobs cards to show that works have been completed.
4. To assist in site inspections with the Operations Manager identifying basic maintenance issues.
5. To assist on long-term projects in building improvements such as redecoration, etc.
6. To assist in the transportation of items between Council sites.
7. To carry out the emptying of waste bins, litter picking and removal from site of dumped rubbish as and when required, using the Council's vehicle. (A full driving licence will be required).
8. To remove graffiti from Town Council assets such as benches, bus shelters, buildings etc.
9. To assist, when necessary, the Grounds Maintenance Team with tasks such as mowing and strimming at the Town Council's parks, sports pitches, allotments and cemetery.
10. To maintain a positive and professional attitude when interacting with members of the public.
11. To be available in an emergency, should the need arise. (Time off in lieu will be offered).
12. To undertake other duties and responsibilities of a similar nature and commensurate with the grade of the post.
13. To ensure the safe use and storage of chemicals and other hazardous substances and conform to COSHH regulations.



14. To ensure the health and safety of resources within the post holder's responsibilities and personal health and safety responsibilities are followed, as set out in the Health & Safety at Work Act 1974 and any subsequent legislation.



PERSONAL SPECIFICATION - HANDYPERSON

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

Qualifications/Training

- No specific qualifications are required, but a willingness to undertake relevant training as necessary
- Full clean driving licence

Knowledge and Experience

- Experience in carrying out basic maintenance and repair work on building
- Some experience, knowledge or background in areas such as plumbing, carpentry, decorating, plastering etc, would be an advantage
- A basic understanding of heating systems would be beneficial
- An awareness of Health & Safety procedures relative to work area

(Note: The Council will use external contractors, i.e., electricians, heating engineers etc, when required)

Skills and Personal Attributes

- Ability to use hand and power tools
- Physically able to carry out the duties as described
- Ability to identify issues and report/record findings
- Ability to undertake small works projects, working independently where required
- Excellent team worker; co-operative and supportive of colleagues
- Good organisational skills and ability to work to deadlines
- Good communication skills and ability to follow instructions
- Ability or a willingness to learn to operate tools and machinery

Other

- This position will be subject to a satisfactory DBS check



SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS

Contract status:	This is a permanent position. Whilst the post is available full-time, part-time hours would be considered for the right candidate.
Salary:	(SCP 8 - 12) £25,992 - £27,711 paid monthly by BACS on the 15 th of the month (half in advance/half in arrears). Pay award pending.
Probationary Period:	This post is subject to a probationary period of 26 weeks.
Place of Work:	Based at the Council's Offices, but will be required to visit other sites
Working Hours:	37 hours per week from 08.30 to 16.30, Monday to Thursday and 08.30 to 16.00 on Friday with 30-minute unpaid meal-breaks.
Leave Entitlement:	23 days per annum, plus two extra statutory days, plus public holidays - this increases with continued service.
Continuous Service:	The continuity of Local Government service will be honoured.
Pension:	From commencement of employment, membership of the Local Government Pension Scheme is available.
Benefits	The Town Council will sponsor any relevant job-related training (subject to budget constraints).
DBS Check:	The post is subject to a satisfactory DBS check.