

TILEHURST PARISH COUNCIL

Serving the Communities of Birch Copse, Calcot, Denefield and Westwood

Tel: 0118 941 8833

E-mail: clerk@tilehurstparishcouncil.gov.uk

www.tilehurstparishcouncil.gov.uk

Facilities Assistant

Application Pack

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 e-mail marked Private & Confidential to clerk@tilehurstparishcouncil.gov.uk
- or by post in a sealed envelope marked Private & Confidential to:
Jacky Major, Parish Clerk, Tilehurst Parish Council, Parish Office, High View, Calcot, Reading,
Berkshire RG31 4XD

The closing date for receipt of applications is **5.00 pm, Friday 14 November 2025**

Interviews will take place week commencing **8 December 2025**

For an informal discussion about the post contact Jacky Major, telephone 0118 9418833 or e-mail clerk@tilehurstparishcouncil.gov.uk

Application forms are available to download from the Tilehurst Parish Council website www.tilehurstparishcouncil.gov.uk. Alternatively, please contact the Clerk to request a hard copy.

JOB DESCRIPTION

TITLE: FACILITIES ASSISTANT

Line Manager: Parish Clerk

THE PARISH COUNCIL

Tilehurst Parish Council serves the communities of Birch Copse, Calcot, Denefield and Westwood in West Berkshire; a population of 15,500 covering an area of 11 square miles.

The Parish Council owns and manages recreation grounds, play areas, football pitches, halls and various other facilities for the benefit of the local community.

PURPOSE

The Facilities Assistant will support the effective day-to-day management of Council facilities and assets. Working closely with the Clerk and other team members, the postholder will help ensure that all Council buildings and spaces are maintained to a high standard and that services are delivered efficiently.

The role involves a combination of administrative, physical and practical tasks, including setting up and clearing away furniture and equipment, and undertaking general maintenance and caretaking duties as required.

LOCATION

The postholder will be based in the parish office and will be required to work at various locations within the Parish.

THE DUTIES OF THE FACILITIES ASSISTANT SHALL INCLUDE BUT NOT BE LIMITED TO:

- In conjunction with the Council's maintenance team
 - Carry out weekly visual inspections and monthly recorded safety inspections of Council buildings and facilities
 - Monitor condition of Council assets such as benches, fences, notice boards and equipment
 - Report damage and take any necessary actions to ensure maintenance, appearance and safety are to required standards. This may include assisting with any repairs required
- Produce and maintain, site specific risk assessments for Council buildings and facilities
- Make recommendations for and ensure compliance with the repair and maintenance programme for Council buildings and facilities
- Schedule and manage planned preventative maintenance of Council buildings and facilities, ensuring all statutory inspections and checks are up to date
- Work with colleagues to produce tender documentation for Council contracts and obtain formal quotations for approved minor works as required by the Council
- Monitor performance of contractors carrying out work on or to Council buildings and facilities
- Undertake training as required
- Cover colleagues' duties during periods of absence, which could include general maintenance, marking football pitches or heavy lifting.

There will be occasions when the postholder will be required to undertake tasks outside the normal working hours.

This is an interesting and varied role and a great opportunity to be involved in the local community.

SUMMARY TERMS AND CONDITIONS OF EMPLOYMENT AND BENEFITS

Contract status:	Part-time / Permanent
Salary:	Salary range SP 7 - £26,403.00 fte - £17,839.86 actual dependent upon skills and experience per annum, pro-rata, paid monthly on the last working day of the month
Probationary Period:	The post is subject to a probationary period of 6 months.
Place of Work:	The postholder is required to work at various locations within the Parish.
Working Hours:	25 hours per week. Flexibility will be required as there will be the need to cover colleagues' holidays and absences. At the discretion of the Council, there is potential for additional duties and hours to be mutually agreed
Leave Entitlement:	The actual annual leave entitlement for this post will be dependent upon the agreed working patterns and will be calculated pro-rata. (For reference - Full time members of staff are entitled to 23 days per annum for a new entrant to the service of the Council, plus two extra statutory days and public holidays. An increase with continual service is applied after five years' service).
Continuous Service:	Continuity of relevant service will be honoured.
Pension:	From commencement of employment, membership of the NEST workplace pension scheme.
Benefits:	The Council will sponsor any job-related training (subject to budget constraints).
DBS Check:	The post is subject to a satisfactory DBS Check.

EQUAL OPPORTUNITIES: The post holder will uphold the Parish Council's Equal Opportunities practices thereby promoting fair and quality service for all.

PERSON SPECIFICATION

Facilities Assistant		
	Essential	Preferred
1. Work Experience and Knowledge	• Knowledge of basic maintenance work and DIY • Some knowledge of MS office	• Some knowledge of health and safety legislation • Some knowledge of MS office • Experience of working in a public facing role • Able to meet budgets and deadlines
2. Skills and Abilities	• Excellent verbal communication • Some computer and keyboard skills • Physically able to carry out manual duties as required (moving furniture etc)	• Good written communication • Able to prioritise and use initiative
3. Personal qualities	• Ability to work with colleagues, contractors and members of the public at all levels • Calm and well organised, even under pressure • Polite, patient and tactful • Willing to be available out of office hours as necessary • Enthusiastic about working with the community	
4. Other	• A full clean UK driving licence must be held • Own transport	