

# **FARINGDON TOWN COUNCIL**

The Pump House, 5 Market Place FARINGDON,  
Oxfordshire, SN7 7HL

Telephone 01367 240281

office@faringdowntowncouncil.gov.uk

[www.faringdowntowncouncil.gov.uk](http://www.faringdowntowncouncil.gov.uk)

Clerk: Katherine Doughty



## **Faringdon Town Council** *requires a full time* **Facilities Supervisor**

**Salary Scale LC1 (SCP13 - 17) £28,163 - £30,060 37 hours p/w  
plus Local Government Pension Scheme**

Faringdon Town Council is looking to appoint a Facilities Supervisor to help manage and maintain the Council's buildings, play areas and amenities.

This is an exciting and demanding full-time role requiring good general educational qualifications, supervision skills for a small team, an awareness of Health & Safety and a can-do attitude.

This post is varied! Tasks include undertaking play area inspections, some cleaning duties, venue organisation, grounds maintenance and general DIY.

Closing Date: Noon 21 July 2025

Interviews week commencing: 28 July 2025

For further details please visit

[www.faringdowntowncouncil.gov.uk](http://www.faringdowntowncouncil.gov.uk)

or contact

Katherine Doughty on 01367 240281 or by email

[townclerk@faringdowntowncouncil.gov.uk](mailto:townclerk@faringdowntowncouncil.gov.uk)

## **FARINGDON TOWN COUNCIL**

<b>FACILITIES SUPERVISOR</b>
------------------------------

### **JOB DESCRIPTION**

**Job Title:** Facilities Supervisor

**Grade:** SCP 13 - 17

**Hours:** 37

**Responsible to:** Deputy Town Clerk

**Responsible for:** Overseeing Venues and Leisure Services Staff

**Budget responsibilities:** Venues and Recreation

#### **Main Duties:**

#### **1. Oversee Management of Town Council Venues, Town Council Operated Parks, Open Spaces and Leisure Services**

- 1.1. To act as Supervisor for Venues and Leisure Services staff.
- 1.2. To undertake all aspects of maintenance, cleaning, security and health and safety.
- 1.3. Operate regular checks and procedures to ensure all standards are met in accordance with published guidance.
- 1.4. Management of contractors and suppliers ensuring that they operate effectively and meet the requirements of their contracts and the Council's policies and procedures.
- 1.5. Take venue meter readings and submit online.
- 1.6. To obtain estimates for new pieces of equipment and investigate sources for such under the direction of the Deputy Clerk.
- 1.7. To be a designated key holder - this will include emergency call outs as required.
- 1.8. Have a thorough understanding of the conditions of premises licences and ensure they are kept up to date and fully compliant at all times.
- 1.9. Be IT literate, to send emails and documents, complete online training and check lists.
- 1.10. To undertake grass cutting, strimming and low risk tree maintenance when required according to the agreed specifications/instructions made by the Deputy Clerk.

- 1.11. To set up and take down highway signs and equipment for road closures as directed by the Deputy Clerk.
- 1.12. To act as a highway steward for road closures when required.
- 1.13. Attend community events to set up and assist with equipment when required.
- 1.14. To ensure all equipment and vehicle(s) are kept in a clean and good state of repair and ensure that all vehicle MOT's/services are undertaken.
- 1.15. Responsible for keeping an asset register up to date for tools, equipment, furniture etc
- 1.16. Responsible for stocktaking and reordering consumables like cleaning products or maintenance materials.
- 1.17. Act as Fire Marshal during emergencies and ensure appropriate fire safety training is provided to the Leisure Services team.
- 1.18. To ensure ongoing compliance, all health and safety logs and checklists are regularly completed and maintained.

## **2. Budget management**

- 2.1. To prepare annual budget estimates for approval by Committees in conjunction with the Deputy and Town Clerks.

## **3. To manage bookings in the Town Council venues**

- 3.1 To supervise the Leisure Services team under the instruction of the Deputy Clerk.
- 3.2 To liaise regularly with the Bookings Clerk to discuss bookings.
- 3.3 Ensure that venues are prepared in accordance with the hirer's requirements. This may include cleaning and setting up of tables, chairs and equipment.
- 3.4 To provide support for Town Council initiatives such as the Food Larder, Regent Cinema and civic services as required.
- 3.5 Ensure venues are opened promptly; ensure a member of staff is present during an event as directed.
- 3.6 Ensure that after an event the venue is set down, clean and close venue.
- 3.7 To work with the Deputy Clerk to draft a maintenance/decoration schedule of the Town Council's assets and for the Leisure Services Team to undertake the work.

## **4. Ensure the health and safety of staff, contractors, customers and visitors when using the Town Council venues**

- 4.1. Work with contractors and staff to ensure all facilities meet current health & safety regulations and report any issues promptly to the Deputy Clerk.
- 4.2. Implement appropriate policies and procedures for all aspects of each Town Council venues.
5. **To attend training courses associated with the work and role as required by the Town Council.**
6. **To perform regular fire drills, PAT testing of electrical equipment and legionella testing (or train to be able to).**
7. **To undertake specific projects, as and when required.**
8. **To undertake such other duties as may be required from time to time commensurate with the level of the post and to provide cover for other staff. In particular, you will be required to cover holidays and sickness for the Leisure Services staff and occasionally act as Clerk on Duty for the Tourist Information Centre.**

**For all staff** - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Co-operate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your Line Manager as soon as practicable.

## Facilities Supervisor - Person Specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Educational Qualifications</b>	<p>Good levels of literacy and numeracy.</p> <p>GCSE English and Mathematics.</p> <p>Evidence of commitment to continuing professional development.</p>	
<b>Health &amp; Safety Knowledge</b>	To have a good knowledge of Health & Safety, including use of Personal Protective Equipment.	Training in COSHH, Manual Handling, Working by the Highway, Portable Appliance Testing, Legionella Testing and Routine Play Area Inspections.
<b>Team Management and Leadership</b>	Evidence of ability to prioritise work, set targets, achieve positive outcomes as well as the ability to organise and manage resources effectively.	Previous experience in supervising staff in a local council or in a business.
<b>Communication Skills</b>	Good written, reporting and oral skills.	
<b>Work Experience</b>	<p>Experience of using MS Word, Excel and Outlook to undertake general administration.</p> <p>Experience of working in a business/council setting.</p> <p>Experience of dealing with members of the public in a helpful and appropriate manner.</p>	<p>Previous local government experience.</p> <p>Proficient in using I.T. to make routine tasks easier such as using apps or technology to improve efficiencies.</p>
<b>Skills/knowledge and aptitude</b>	<p>Good administrative and organisational skills.</p> <p>Ability to problem solve and work on own initiative.</p> <p>Ability to understand the legal framework in which the town council operates including an understanding of Health &amp; Safety and risk assessments.</p> <p>Ability to form and maintain sound and productive working relationships with key internal and external stakeholders.</p>	Understanding of the operating environment of a Town Council.
<b>Motivation and Ethics</b>	Ability to work effectively and efficiently under pressure and unsupervised.	

	Trustworthy with confidential information.  Self-motivated with a flexible attitude to working.	
<b>Other</b>	Ability to travel as required within the parameters of job description.  Reasonable fitness levels.	Full Driving Licence and access to a vehicle.

- Training will be provided where necessary.
- Tools and equipment will be provided for the job.
- A DBS check will be undertaken.
- Clean driving licence is required.

# **FARINGDON TOWN COUNCIL**

The Pump House, 5 Market Place  
FARINGDON, Oxfordshire, SN7 7HL  
Telephone 01367 240281  
office@faringdowntowncouncil.gov.uk  
[www.faringdowntowncouncil.gov.uk](http://www.faringdowntowncouncil.gov.uk)  
Clerk: Katherine Doughty



## **Recruitment Pack**

Nestled in the picturesque Vale of the White Horse, Faringdon is a small, historic market town renowned for its panoramic views and rich cultural heritage. From its pretty perch atop a golden limestone ridge, Faringdon overlooks two beautiful river valleys, the Ock and the Thames. Its prominent position at the junction of ancient roads has made it a historic centre for trade and travellers throughout the centuries.

Faringdon's Inns have been welcoming visitors for centuries, including Cotswold wool merchants and cloth traders. In the 18th century, Faringdon became a renowned staging post, beloved for its ales, good food, and many inns. Today, these inns, restaurants and coffee shops continue to provide hospitality and comfort for locals, tourists, and walkers alike. The beautiful market place boasts independent retailers to discover and enjoy, while ramblers can explore the well-marked footpaths, many of which begin just moments from the town centre.

The Town Council employs 14 members of staff with the Town Clerk heading the team. Everyone plays their part in contributing to the Town Council's vision and mission of:-

**Our vision for Faringdon is of a sustainable town that meets the needs of its residents.**

**Our mission is to provide a representative voice for the community and offer practical support to maintain the sustainable economic and social wellbeing of the town.**

Faringdon Town Council holds Quality Gold status, reflecting our commitment to excellence in governance and service delivery.

Finding the right fit for this role is essential, both for the successful candidate, our team and for our community. Therefore, this information pack aims to provide you with a clear understanding of the expectations, qualifications and benefits associated with the position. Should you have any questions or require further information, please do not hesitate to contact us.

We look forward to the possibility of welcoming you to our team and working together to achieve our shared goals.

You can find further information about our town and Faringdon Town Council on our website:  
[www.faringdowntowncouncil.gov.uk](http://www.faringdowntowncouncil.gov.uk)

Warm regards

Cllr. Alan Ford  
Town Mayor  
Email: Cllr.Ford@faringdowntowncouncil.gov.uk



## Further information and the Interview Process

Please complete the application form attached. Please demonstrate how you meet the person specification. Candidates will be shortlisted for interview using the key criteria.

You will receive details of your interview which will confirm the date, time, venue and interview panel.

### **Please bring with you:-**

- Original qualification certificates relevant to the post.
- Proof of eligibility to work in the UK (further guidance can be found at [www.gov.uk/browse/visas-immigration/work-visas](http://www.gov.uk/browse/visas-immigration/work-visas).)
- Two address verifications.
- Driving licence.

### **Pre employment checks**

All offers of employment are made subject to pre-employment checks which could include:-

- Receipt of at least two satisfactory references which must cover the last three years of employment.
- Verification of employment history through references provided and supporting explanation for gaps in employment.
- Academic qualification identified as essential for the post.
- Verification of professional qualifications and memberships.
- Verification of identity/nationality and immigration status/right to work in the UK.



## Faringdon Town Council Committee Responsibilities

<b>Facilities Committee</b> <b>The Corn Exchange</b> <b>The Pump House (&amp; Old Theatre)</b> Oakwood Park Tucker Park Play Area Town Park Land adjacent to Willes Close All Saints' Churchyard Highworth Road Layby The Elms Tennis Court Tidy Team Portwell Pump Bus Shelters Salt Bins Christmas Lights Allotments  <b>Planning &amp; Highways Committee</b> <b>Planning: Statutory Consultee on all planning issues</b> <b>Neighbourhood Plan</b> Connectivity Working Party	<b>Community and Partnerships Committee</b> <b>Faringdon Regent Cinema</b> <b>Community Events</b> Community Engagement Youth Grants The Place Children's Centre  <b>Finance &amp; Audit Committee</b> <b>Financial control and audit</b> <b>Budgeting and Precept</b> <b>Risk Assessment, Health &amp; Safety</b> <b>Faringdon Information Centre &amp; Museum</b> <b>Website</b> <b>Grants sub-committee (Grants to Local Groups)</b> <b>Staff sub-committee</b>  <b>Sole trustee of Tuckers Recreation Ground</b>  <b>Sole trustee of Faringdon War Memorial/Old Town Hall</b>
---	---

# **FARINGDON TOWN COUNCIL**

The Pump House, 5 Market Place  
FARINGDON, Oxfordshire, SN7 7HL  
Telephone 01367 240281  
office@faringdowntowncouncil.gov.uk  
[www.faringdowntowncouncil.gov.uk](http://www.faringdowntowncouncil.gov.uk)  
Clerk: Katherine Doughty



## **Faringdon Town Council Strategic Plan 2023 – 2027**

### **Vision**

Our vision for Faringdon is of a sustainable town that meets the needs of its residents.

### **Mission**

Our mission is to provide a representative voice for the community and offer practical support to maintain the sustainable economic and social wellbeing of the town.

### **Strategic Objectives**

#### **Engagement**

- To consult and communicate widely to engage residents of all ages.
- To promote and encourage public participation
- Improve engagement with local businesses
- To work in partnership with key stakeholders

#### **Environment**

- Improve the appearance of Faringdon, whilst celebrating its heritage and uniqueness.
- Connect and integrate the town by advocating safer cycling and walking routes
- Support the economic development of the Town Centre
- Promote and support the FTC climate change agenda
- Work to ensure the shortage of leisure space is addressed

#### **Economics**

- Manage our finances transparently and adhere to legislation and policy
- Ensure adequate funding is allocated to maintain and improve our buildings and services
- Expend CIL funding to mitigate the impact of an increasing population
- Ensure that objectives set are deliverable with adequate resources allocated
- Seek grant funding to deliver objectives where possible
- Make FTC grants available to assist and benefit Faringdon residents
- To deliver services that are economic and efficient

### **Short Term Objectives (Jan 2024 – May 2026)**

1. Support the Town Centre
2. Promote all town council good work and improve communication.
3. Climate change – continue to tackle with active working party.
4. To compile list for CIL spending to take to consultation with residents.
5. Consider ways to address lack of amenity space
6. Install a multi-use games area in Faringdon.
7. Support the production of a Local Cycling and Walking Infrastructure Plan (LCWIP)

# **FARINGDON TOWN COUNCIL**

The Pump House, 5 Market Place  
FARINGDON, Oxfordshire, SN7 7HL  
Telephone 01367 240281  
office@faringdowntowncouncil.gov.uk  
[www.faringdowntowncouncil.gov.uk](http://www.faringdowntowncouncil.gov.uk)  
Clerk: Katherine Doughty



## **APPLICATION FOR EMPLOYMENT**

### **CONFIDENTIAL**

Please complete in black ink or type

Application for the post of:

#### **Employment History**

Please provide details of your work experience including previous posts with your present employer, unpaid voluntary or casual work. If you have undertaken periods of other responsibilities raising family or caring please include these as well.

#### **Present (or most recent) Employment**

Name and Address of Employer:

Position Held

Is this your current job?

Yes / No

Start Date

Leaving Date (if applicable):

Notice Required

Basic Salary / Wage

Other Allowances

Reason for Leaving

Key responsibilities and / or achievements:

- 1.
- 2.
- 3.
- 4.

All Previous Employment		
Name and Full Address of Employer	Start date, leaving date, position held and main responsibilities – giving salary	Reason for Leaving

*Please continue on a separate sheet if necessary*

Please give details relating to <u>any gaps</u> in your <u>employment history</u>

### Education

Please provide brief details of your education. Please enter most recent first

Name of Educational Establishment (School, College, University etc)	Qualifications obtained with dates, subjects and grades

*Please continue on a separate sheet if necessary*

### Training

Please provide details of all training and development undertaken relevant to this post

Training Course and Organiser/ Development Activity	Date and Outcome (Grade Achieved where relevant)

*Please continue on a separate sheet if necessary*

### Membership of Professional Bodies

Body	Membership Type

## Knowledge and Skills

The information provided in this section will be used to decide if you will be invited to the next stage of the selection process. It is essential therefore that you cover the requirements listed in the person specification for the job.

### 1. Qualifications

### 2. Experience / Knowledge

### 3. Administration and Organisational Skills

### 4. Communication

### 5. Flexibility and Responsiveness

**6. Information Technology****7. Special Requirements****References**

Please give the name and address of two people who can provide an assessment of your suitability for this post. One of these should be your present/most recent employer. If you have not been in paid employment since leaving full-time education, please give the name of your tutor or lecturer. Please indicate by marking clearly with an asterisk (\*) if you do not want us to contact them prior to a conditional offer being made.

Name	Address
Email Address if available	
Position Held	Day Contact Number

Name	Address
Email Address if available	
Position Held	Day Contact Number

# APPLICATION FOR EMPLOYMENT – MONITORING FORM

CONFIDENTIAL

Please complete in black ink or type

**THIS FORM IS NOT PART OF THE SELECTION PROCESS**  
(The information you provide will be treated in the strictest of confidence)

**Application for the post of:**

## Personal Details

Surname:		Forename:	
Preferred Name:		Preferred Title:	
Address:		Email:	
Daytime Phone No.:		May we contact you on this number during the application process? Yes / No	
Evening Phone No.:		National Insurance No.:	

## Right to Work and Visas

Are you eligible to work in the UK?	Yes / No
If yes, do you have a current visa to work in the UK?	Not required / Yes / No
If you do have a current visa:	
What type of visa is it?	
Reference number (if applicable)	
Start date (if applicable)	
Expiry date (if applicable)	
Any other comments:	



**Relatives / Other interests**

Are you, to your knowledge, related to, or do you have a close personal relationship with any Member or Officer of Faringdon Town Council?

Yes / No

If yes, please state the name of the person and the capacity in which you are known to them.

If appointed, do you have any business and/or financial interests which might conflict with the duties of the post?

Yes / No

If yes, please give brief details

**Rehabilitation of Offenders Act 1974**

Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs that are not 'spent'. The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as 'spent'.

**Supplementary Information****Flexible Working**

Do you wish to apply for this job on the basis of flexible working?

Yes / No

If yes please give details of your preferred work pattern or other request

**Recruitment Monitoring**

How did you find out about this vacancy? Where appropriate, please give specific details of the website or publication.

### Declaration

I declare that that the information in this form and the accompanying application form has been completed by me and all the information I have given is accurate and complete to the best of my knowledge. I accept that if I have given any information which I know is false or if I withhold any relevant information it may lead to my application being rejected or if I have been appointed to my dismissal.

I consent that under the General Data Protection Regulation and the Data Protection Act 2018 the information contained in this form and my application form may be processed by Faringdon Town Council, who will ensure the information will be stored on a computer fairly and lawfully and will not be disclosed to any person/s for any other purposes.

I give my permission for Faringdon Town Council to process and retain information about me contained in this form in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

Signed..... Date: .....

Name: .....

*If you submit your application by email, this document will be stored along with your email message as a record of your declaration.*