



Building supervisor (ad hoc, casual, part-time) job vacancy at Poynton Town Council

Poynton Town Council has an immediate vacancy for a building supervisor at the civic hall in Poynton to work on a casual basis. The post will require weekend working (usually a Sunday) but with some Saturday and weekday late afternoons and evening work as well.

The civic hall provides excellent facilities to host a variety of community and private activities, celebrations and parties. The job includes looking after groups who hire rooms in the civic hall, managing the building during this time, opening up the building and locking up after the hirers have left.

There is a physical element of setting up and packing away furniture and the post holder will therefore need to have a flexible approach to work and be able to manage the practical demands of the role. In addition, the supervisor must be able to develop good relationships with all building users and visitors.

The salary is the National Joint Council for Local Government Services (NJC) SCP 6 - 8, depending on experience, payable monthly.

If you would like to join this dynamic team to help continue to deliver high quality services to hirers we would like to hear from you.

For a full job description, employee specification and application form, or for further information, please email Haf Barlow, the deputy clerk, on haf.barlow@poyntontowncouncil.gov.uk or ring 01625 872238, or call in to the Civic Hall between 9am and 4.30pm.

Visit our web-site www.poyntontowncouncil.gov.uk

The closing date for applications is Tuesday 17th July, 9am.