

Bexhill Youth and Community Association



“bringing the community together”

General Site Assistant

**Bexhill Youth and Community Association
Bexhill Youth and Community Centre
10 Station Road
Bexhill on Sea
East Sussex
TN40 1RE
01424 215455**

Registered Charity: 1050279

Company No. 3110033

info@bexhillyouthandcommunitycentre.co.uk
Bexhill Youth and Community Association

Job Description

Setting: Bexhill Youth and Community Centre

Job Title: General Site Assistant

Responsible to: Bexhill Youth and Community Centre Manager

Main purpose of the Job: To ensure that the site is clean and tidy, ready for groups to use and general maintenance

Main Duties

- To undertake general cleaning duties (following weekly Cleaning schedule)
 - Main Halls
 - Kitchen
 - Toilets
 - Entrance areas
 - Staff Room
 - Outside areas
- To set up Equipment / rooms as required as per the weekly schedule
- To Undertake any small maintenance jobs that may be required
- To undertake any relevant training as deemed necessary
- To promote equal opportunities throughout all aspects of work.
- To undertake any other duties that may be necessary to ensure the smooth running of the centre.

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	Some knowledge of cleaning and maintenance.		Application Form / Interview
Education & Qualifications	None required.		Application Form/ Interview
Knowledge		COSH Risk Assessments	Application Form/ Interview
Experience	N/A		Application Form/ Interview
Personal Attributes	Have a can do attitude Able to work under own initiative.		Application Form/ Interview

TERMS & CONDITIONS

The terms and conditions that are specific to this post are provided below.

Hours of Work

Monday	17:30 - 22:00	(4.5)
Tuesday	17:00 - 20:00	(3)
Wednesday	17:00 - 20:00	(3)
Thursday	17:00 - 20:00	(3)
Friday	17:00 - 20:00	(3)

Some hours may be required over the weekends and these will be by discussion

Rate of Pay

The rate of pay for this post is from £7.20 - £9.50 per hour. Starting rate of pay is dependent upon your qualifications and previous relevant experience.

Contract

All new employees will be on probation for their first three months working with us, and the post is subject to satisfactory DBS checks.

Performance Management

All employees within BYACA benefit from an annual appraisal process which involves the achievement of operational targets agreed between you and your manager at the beginning of the performance year.

Annual Leave Entitlement

The annual leave year runs from 1 April to 31 March. For part time staff, entitlement is calculated proportionately to the full time equivalent, based on the number of hours you work.

FURTHER INFORMATION

The closing date for this post is Wednesday 28th April 2021 @ 12noon and completed application forms should be returned to:

**Paul White, Centre Manager, Bexhill Youth and Community Centre
10 Station Road, Bexhill on Sea, East Sussex, TN40 1RE**

Further information about the interview arrangements will be sent to the short listed candidates.

Please bring evidence to your interview to show you hold the qualifications required for the post.

In the interest of economy, only those applicants required to attend interview will be contacted. Therefore, should you not receive a response from us by Friday 30th April we regret that on this occasion your application has not been successful.

If you have any queries about the post or would like to discuss any aspects of the job in more detail, please contact Paul White, Centre Manager on 01424 215455

Private and Confidential
Application for Employment

Ms / Miss / Mrs / Mr (delete as applicable)

Surname

Forenames

Address (in full)

Contact telephone No

Post Applied for

Education and Qualifications
Secondary Education

Name of school	Type of qualification gained	Subjects & Grades	Date

Further Education and Professional Qualifications
(including any childcare qualifications)

Name of Establishment	Type of qualification	Subjects & Grades	Date

Employment History

Current or Most Recent Employment

Start Date	Finish date or notice required	Name of Employer	Address	Position held and brief description of duties

Other employment

From	To	Name of Employer	Address	Position Held

Please include voluntary and paid employment

Relevant experience and skills

Read the job description and person specification. State clearly how your experience and achievements to date would make you a good candidate for this job. You can use extra sheets if necessary

Supporting Information

Please describe clearly why you are interested in this post and provide any further information, specifically where you consider it will aid your application

References

Please give the names of two references who can comment on your suitability for the post. They must not be relatives and one must be from your present or most recent employer

Referee 1

Name

Occupation

Address

Telephone Number

May we contact this referee now?

Referee 2

Name

Occupation

Address

Telephone Number

May we contact this referee now?

Declaration

I verify to the best of my knowledge, the information I have provided is accurate

Signature

Date

Monitoring Information

This information is not considered whilst shortlisting and interviewing and this sheet is therefore detached when we receive your application form.

Equal Opportunities

In accordance with our Equal Opportunities policy, our recruitment process is monitored to ensure that no unfair discrimination is taking place. We would therefore appreciate your help in completing this section

I would describe my race or cultural origin as

Bangladeshi Black African Black Caribbean Black Other

Chinese Indian Pakistani White

Other (please specify)

My Gender is

Male

Female

My Age is

16 – 24

25 – 40

41 – 55

55+

I am registered disabled

Yes

No

Where did you see / hear this position advertised?

Bexhill Youth and Community Association are committed to equal opportunities and therefore will not discriminate on the grounds of: Age, race, ethnicity, nationality, class, religion, culture, gender, language, sexual orientation or disability in any of their employment process.