

JOB DESCRIPTION

JOB TITLE:	Caretaker Supervisor
DIRECTORATE:	Leisure, Culture and Community Wellbeing / Cultural Services
JOB EVALUATION NUMBER:	A13609
BAND:	5
RESPONSIBLE TO:	Operations Manager
RESPONSIBLE FOR:	Caretakers
MAIN PURPOSE OF POST:	To effectively manage and lead caretaking service to Cultural Venues (including Winding Wheel Theatre, Stephenson Memorial Hall, Rest Rooms and Museum Stores) and any other Council venues, ensuring the security, supervision and general appearance of the building are maintained in accordance with the required standards.

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	Lead a team of staff to ensure services are professionally delivered
2.	Effectively manage staff demonstrating an open, inclusive and responsive style of leadership to develop a flexible and effective workforce, including their induction, training, development and performance management.
3.	Be responsible for authorising time sheets to contractual working hours, and arranging any statutory sick pay and accrued holiday pay.
4.	Cleaning buildings, toilets, furniture etc.
5.	Maintaining tidy conditions of grounds.
6.	Preparing and clearing the premises for various functions and setting out chairs, tables, staging, and equipment as required.
7.	Reporting any damage or loss immediately to the Operations Manager or representative.

8.	Reporting on signs of defects or need to repair building
9.	Supervision and maintenance of heating systems where appropriate
10.	Carry out all health and safety checks as required to ensure building operation compliance.
11.	Carrying out minor repairs as necessary
12.	Joint responsibility for keys and for unlocking and locking of doors when premises are used
13.	Checking that all doors which provide means of escape from the premises are unlocked and can be opened easily and immediately from within.
14.	Check Exit signs are satisfactorily and lit where appropriate
15.	Check external passages are illuminated
16.	Check emergency lighting is in working order
17.	Check firefighting equipment is readily available for use
18.	Act as building controller, or attendant as and when required
19.	Maintain inventory of equipment and materials and to prepare requisition orders for authorisation, for replacement of such goods/materials as required.
20.	To liaise with hirer or their agent as directed / so required
21.	Switch alarm systems on and off, and provide security presence during functions
22.	To be fully conversant with the Council's, Department's and Section's Health and Safety Policy, and in respect of such be fully aware of the personal responsibilities thereto attached
23.	To comply with all systems and procedures laid down, and assist in the amendment/introduction of any new procedures laid down, as maybe required.

GENERAL – To be aware of and implement the following:

Equalities

The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct

All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health and safety

To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development

The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection

All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults

The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

Climate Change

The council's commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council's Climate Change Strategy.

Special features of post

Political Restriction	NO
Vetting Checks e.g Disclosure and Barring Service (DBS)	NO
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES
You may be required to carry out those duties at your present workplace or at another council venue.	YES

Job description

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work of the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

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DATE:	February 2026

KNOWLEDGE / SKILLS / ABILITIES

Essential

Essential knowledge, skills, and abilities	Assessment method
	Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Ability to communicate effectively with customers and colleagues of all ages	Application Form /Interview
Ability to plan and organise	Application Form /Interview
Ability to lead others	Application Form /Interview
Competent in basic use of computer technology	Application Form /Interview
Inter-personal skills - ability to perceive others' needs - staff and customers - and react accordingly	Application Form /Interview
Must be able and willing to work at all council caretaking and be able to respond at short notice.	Application Form /Interview
Must be prepared to work unsocial hours.	Application Form /Interview
Must be prepared to work occasional additional hours to cover for staff absences.	Application Form /Interview

Commitment to customer care and an understanding of its relevance to this post.	Application Form /Interview
Capable of manual handling	Application Form
Capable of working to deadlines	Application Form /Interview
Use of own vehicle	Application Form

Desirable

Desirable knowledge, skills, and abilities	Assessment method
Understanding of legal requirements relating to Health and Safety	Application Form /Interview
Knowledge of safeguarding requirements	Application Form /Interview

EXPERIENCE

Essential

Essential experience	Assessment method
Some Supervisory experience	Application Form /Interview
Working to deadlines	Application Form /Interview
Undertaking minor DIY tasks	Application Form /Interview
Working with minimum supervision	Application Form /Interview
Maintaining records	Application Form /Interview

Desirable

Essential experience	Assessment method
Experience working in a caretaking environment	Application Form /Interview
Working in a team environment	Application Form /Interview
Energy Monitoring	Application Form /Interview
Undertaking safety or equipment checks and completing records	Application Form /Interview
Working to Health and Safety procedures	Application Form /Interview
Basic report writing	Application Form /Interview
Undertaking risk assessments	Application Form /Interview
Working with contractors	Application Form /Interview

QUALIFICATIONS

Essential

Essential qualifications	Assessment method
Health and Safety Training	Certificate
First Aid at Work	Certificate
Full driving licence	Licence
Supervisory qualification	License
ILM Level 2 or equivalent experience	Certificate /Application Form

Desirable

Desirable qualifications	Assessment method

OTHER REQUIREMENTS

Essential

Essential qualifications	Assessment method
To display the council's values and behaviours when carrying out the job role	Application Form, Interview
To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview

COMPETENCY REQUIREMENT

Seeing the big picture

Level:

Assessed at: Interview

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.

For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.

Changing and improving

Level:

Assessed at: Interview

People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.

For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.

Making effective decisions

Level:

Assessed at: Interview

Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.

For leaders it's about reaching evidence-based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.

Leading and communicating

Level:

Assessed at: Interview

At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.

It's about championing difference and external experience and supporting principles of fairness of opportunity for all.

For leaders, it is about being visible, establishing a strong direction and persuasive future vision, managing and engaging with people in a straightforward, truthful, and candid way.

Collaborating and partnering

Level:

Assessed at: Interview

People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting, and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.

For leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable.

Developing self and others

Level:

Assessed at: Interview

Effectiveness in this area is having a strong focus on continuous learning for oneself, others, and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.

For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change.

Delivering value for money

Level:

Assessed at: Interview

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

For leaders it's about embedding a culture of value for money within their

area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available.

Managing a quality service

Level:

Assessed at: Interview

Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.

For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost-effective delivery models for public services

Delivering at pace

Level:

Assessed at: Interview

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.

For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly.