



# Job Vacancy at Poynton Town Council

## Building Supervisor Vacancy

**Evenings & Weekends**

**NJC Spinal point 1-2 (£9.50 - £9.60)**

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 requires weekend working and weekday late afternoon/evening work, on a week on week off basis. Hours will vary each week depending on the number of sessions hired.

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 to the role - setting up and packing away furniture and the post holder will therefore need to be physically able to manage these practical demands.

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) New SCP 1 – 2, depending on experience, payable monthly.

For a full job description, employee specification and application form, or for further information, please email Kate McDowell, the Deputy Clerk, on [kate.mcdowell@poyntontowncouncil.gov.uk](mailto:kate.mcdowell@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](http://www.poyntontowncouncil.gov.uk)

Closing Date: 16<sup>th</sup> March 2022