

# PADSTOW TOWN COUNCIL

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**Post:** Outside Services Supervisor  
**Term:** Full-Time, permanent  
**Commencement:** As soon as possible  
**Salary:** £25,951-£28,485 (SCP 29-32)



## **ABOUT THE ROLE**

A full-time permanent position has arisen for an Outside Services Supervisor. The role will report direct to the Town Clerk and manage the outside maintenance team, car park/toilet attendant and office cleaner.

This is a new role, which invites a self-motivated person who will show initiative in developing this role. You will primarily be responsible for the day-to-day management of outside staff, determine workload priorities/allocations, maintaining and repairing the Council's estate, as well as being proactive in looking for areas to improve. The role is varied and requires the applicant to be proactive and confident to take forward issues effectively and on their own. The position is working within the Parish of Padstow and will see the applicant being both hands-on and undertaking office based tasks.

This role is diverse, supporting a wide-range of services that the Council offers. The applicant will have excellent communication and engagement skills and experience of good customer service. You will also have good IT skills. A key in this role is health and safety, understanding current legislation and continual development in this task.

## **ABOUT US**

We are a small team based in our Council Offices at Station House, Padstow. The team supports the Council which is made up of 12 Councillors. It is often a signpost for members of the public who have queries which may fall under the remit of other organisations, such as Cornwall Council. Functions of the Council include: running 2 town car parks, managing a cemetery, maintaining a number of open spaces in the parish and maintaining 3 public conveniences.

## **ABOUT THE COUNCIL AND PADSTOW**

Padstow Town Council over the last few years has been going through the process of delivering an ambitious development programme, which will realise a number of capital projects to the benefit of all sections of the local community.

Padstow is also an important tourist hub being a national culinary centre, at the end of the Camel Trail and the home to a number of important and unique events such as May Day and more recently the Christmas Food Festival.

## **CLOSING DATE AND INTERVIEW DATE**

Closing date for applications is: **Noon on Wednesday 21 February 2018.**  
**Interviews will be held on Tuesday 6 March 2018**

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Padstow Town Council is an Equal Opportunities Employer

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