



Employment Opportunity

Town Hall Lead Duty Manager

LCP1 SCP 8 (£11.84 per hour)
(subject to pending pay award)

10 hours per week on an annualised basis
(Days, Times & Total Number of Hours may vary per week)

Banbury Town Council has a vacancy for a Lead Duty Manager at the Town Hall, to provide a customer focused service for the hirers of the Town Hall and to ensure that all hire sessions operate efficiently and effectively.

You will form part of a small team providing duty management/ caretaking/ cleaning services and minor maintenance requirements at the Town Hall.

There may be an opportunity for additional hours of work beyond the core 10 hours per week, on an "as and when required" basis, according to the level of business of the Town Hall. It is anticipated that the majority of the working hours will be evenings or weekends. Work will also be required to assist at Town Events.

An example of the hours of work are listed below. Candidates must be able to work between the hours of 4pm and 11pm, including weekends and bank holidays.

Mon	16:00-18:00
Tue	18:00-20:00
Wed	18:00-20:00
Thu	18:00-20:00
Fri	18:00-20:00

Full details, job description and application forms are available from the Town Council website and should be returned not later than **4pm, Friday 21st April 2023**.

Interviews Wednesday 26th April 2023.

Further details by phoning 01295 250340 or call in for an informal chat. For further information or to discuss the role contact Toby Russell (Events Manager) or Mark Hassall (Town Clerk)