NW A/331

Distribution:

See below 3 March 2015

VACANCY NOTICE

SELF EMPLOYED – 12 MONTHS FIXED TERM CONTRACT

FACILITIES SUPERINTENDENT

A vacancy has arisen with an immediate start for a Facilities Superintendent based at

Inskip Cadet Training Facility (CTF), Higham Side Road, Inskip, Lancashire, PR4 0TF.

This is a self employed post on a 12 months contract, with the possibility of renewing

for a further 12 month period. You will be required to work 30 hours a week (working

any 5 days in 7, which will include 3 weekends out of 4 and some evening work).

Salary is £18845 per annum (graded as E1 basic salary) which you will invoice to this Association each month.

There may be some opportunity to work additional hours, which will be paid at an

agreed rate.

The primary role of the Facilities Superintendent is to ensure that the CTF is available

for use when it is required. This involves its administration and its preparation

during the week and at weekends.

Duties: –

* Preparing the facility prior to use.
* Conducting formal handover and takeover of the facility between user(s) and

the Centre Manager.

* Conducting formal inspection and inventory checks on handover and takeover

of the facility.

* Accounting for and reporting losses and damage to the Centre Manager.
* Conducting and recording weekly health and safety checks on lifts, fire

equipment etc.

Personal Specification:-

* Have experience in stores and accounting procedures.
* Live within reasonable commuting distance of the CTF.
* Be computer literate with experience of Microsoft Office software, in particular, Excel and Word.

The successful candidate will be required to possess a current driving licence and be subject to security clearance and Disclosure & Barring Service checks prior to appointment.

The successful candidate will be required to provide their own public liability insurance and will be responsible for all dealings in relation to tax and NI with HMRC.

A full job description is available from:

HR Manager

NW RFCA

Alexandra Court

28 Alexandra Drive

Liverpool

L17 8YE

Telephone: 0151 728 2048

Email: [nw-hr@rfca.mod.uk](mailto:nw-hr@rfca.mod.uk)

Closing date is Tuesday 31 March 2015 at 1630 hrs with interviews being held 17 April 2015 at Inskip.

Pamela Peers

HR Manager

For Chief Executive

Distribution:

Internal:

All Association Staff

NW RFCA Distribution Lists 3, 6, 10

External:

Council of RFCAs

All RFCAs

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4 Inf Bde & HQ NE – for Routine Orders and SO2 Cadets

11 Sig Bde & HQ WM – for Routine Orders and SO2 Cadets

160 Inf Bde & HQ Wales – for Routine Orders and S02 Cadets

Members of the Board

SCC – NW Area Officer

ACF CEOs

ATC Wing Ex Os

All CCF Contingents

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