



CHAPEL ST LEONARDS VILLAGE HALL
(Registered Charity no: 521909)
JOB APPLICATION FORM — PREMISES MANAGER

SECTION 1 – PERSONAL DETAILS

Full Name	
Address	
Postcode	
Telephone Number	
Email Address	
Date of Birth	
National Insurance Number	
Right to Work in the UK	☐ Yes ☐ No If yes, please provide proof status:
Driving Licence	☐ Full UK ☐ Provisional ☐ None Any restrictions:

SECTION 2 – POSITION DETAILS

- Post Title: Premises Manager
 - Responsible to: Line Manager, Chapel St Leonards Village Hall Management Committee
 - Main Purpose: To ensure the village hall is maintained, safe, clean, secure, and fully operational for all users; to manage bookings, facilities, and routine maintenance. See Job Description for full duties.
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SECTION 3 – RELEVANT SKILLS & EXPERIENCE

3.1 Previous Employment / Experience

Dates	Employer / Organisation	Role / Title	Key Duties & Achievements
From: To:			
From: To:			
From: To:			
From: To:			

3.2 Specific Premises / Facilities Management Experience

(e.g. building maintenance, health & safety, cleaning supervision, event setup, budget management) Continue on separate sheet if necessary

3.3 Key Skills

Skill	Relevant Experience
General building & grounds maintenance	
Health & Safety compliance & risk assessment	
Fire safety & security procedures	
Cleaning standards & inventory management	
Booking systems & user liaison	
Basic repairs / handy person skills	
Financial record keeping / basic budgeting	
Computer literacy (email, spreadsheets, word processing)	

Working independently & as part of a committee	
Knowledge of Chapel St Leonards / local community	

SECTION 4 – DUTIES & RESPONSIBILITIES

The post holder will be expected to:

- Open and close the hall as required; ensure security at all times and prepared to work unsociable hours
- Oversee daily cleaning, tidying, and presentation of all rooms, kitchen, toilets, and exterior areas
- Carry out or arrange for routine maintenance and minor repairs; report major issues to the Committee
- Manage bookings, confirm arrangements, and act as first point of contact for hirers
- Monitor utilities, waste disposal, and stock levels (cleaning supplies, consumables)
- Ensure compliance with Health & Safety, fire regulations, and licensing requirements
- Assist with village events and community activities as required
- Keep accurate records and provide updates to the Management Committee
- Provide cover for absences – sickness/annual leave/special circumstances
- Undertake any reasonable request from the committee

Are you able to perform these duties with or without reasonable adjustment?

☐ **Without adjustment**

☐ **With adjustment (please specify: _____)**

SECTION 5 – AVAILABILITY

Day	Morning	Afternoon	Evening
Monday	☐ Available ☐ Not Available	☐ Available ☐ Not Available	☐ Available ☐ Not Available
Tuesday	☐ Available ☐ Not Available	☐ Available ☐ Not Available	☐ Available ☐ Not Available
Wednesday	☐ Available ☐ Not Available	☐ Available ☐ Not Available	☐ Available ☐ Not Available
Thursday	☐ Available ☐ Not Available	☐ Available ☐ Not Available	☐ Available ☐ Not Available
Friday	☐ Available ☐ Not Available	☐ Available ☐ Not Available	☐ Available ☐ Not Available
Saturday	☐ Available ☐ Not Available	☐ Available ☐ Not Available	☐ Available ☐ Not Available
Sunday	☐ Available ☐ Not Available	☐ Available ☐ Not Available	☐ Available ☐ Not Available

- Can you be available for emergency callouts? ☐ Yes ☐ No
 - Notice period required if appointed: _____
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SECTION 6 – REFERENCES

	Referee 1	Referee 2
Name		
Relationship		
Organisation		
Email		
Telephone		
Postal Address		

SECTION 7 – DECLARATION

I confirm that the information given in this application is correct and complete. I understand that false information may result in my application being rejected or employment terminated.

I consent to the processing of my personal data for the purpose of this recruitment process in accordance with current data protection legislation.

Signature: _____ Date: _____

SECTION 8 – SUBMISSION

Completed forms should be returned by: **Midnight on Monday 05 October 2026**

Send to:

Miss Annie Maynard, Vice Chair

Chapel St Leonards Village Hall

28 Sea Road, Chapel St Leonards, Lincolnshire, PE24 5SA

Email: vicechair@cslvillagehall.co.uk

Enquiries: 07811 040287
