



Chapel St Leonards Village Hall Premises Manager — Job Description

Job Title: Village Hall Premises Manager

Reports to: Line Manager, Village Hall Management Committee

Location: Chapel Village Hall, 28 Sea Road, Chapel St Leonards, PE24 5SA

Contract Type: Self Employed, minimum 22 hrs per week

Salary: £15.00 per hour

Start Date: tbc

Job Summary

We're seeking a **reliable, organised, and practical Premises Manager** to oversee our village hall — keeping it clean, safe, well-maintained, secure, and fully ready for community use. You'll be the key point of contact for hirers, ensuring the building and grounds are in excellent condition and welcoming to all. A vital role at the heart of village life!

Main Duties & Responsibilities

Building Security & Access

- Open and lock **Chapel St Leonards Village Hall** in line with booking schedules (including evenings & weekends as required)
- Secure all doors, windows, gates, and outbuildings; activate alarms when the building is empty
- Manage key handover and collection for regular and new hirers

Cleaning & Presentation

- Clean and tidy the main hall, meeting rooms, kitchen, toilets, and entrance areas before and after every use
- Empty and clean bins; manage general waste and recycling; arrange collection of large items as needed
- Sweep, mop, and vacuum floors; wipe down surfaces, tables, and seating
- Maintain a clean, hygienic kitchen — worktops, sinks, appliances, and storage; ensure crockery and cutlery are clean and stored correctly
- Monitor stock of cleaning supplies, toilet roll, soap, and bin bags; report shortages or reorder as agreed
- Report any damage, breakages, or cleanliness issues to the Management Committee promptly

Maintenance, Safety & Grounds

- Carry out routine checks of the building: lighting, heating, water systems, toilets, doors, windows, and furniture
- Identify and report repairs, faults, leaks, electrical issues, or safety hazards immediately
- Carry out minor agreed maintenance: change lightbulbs, tighten fittings, touch up paint, replace filters
- Check fire safety equipment, exits, and extinguishers are in place and unobstructed; log and report any concerns
- Maintain external areas: car park, paths, surrounding grounds — sweep leaves, clear litter, keep grass and borders tidy (as agreed)
- Ensure all health & safety rules are followed, and the building meets safety standards at all times

Hirer Support & Operations

- Be available for key handovers and welcome new hirers; explain facilities, controls, and equipment
- Hall rules and emergency procedures clearly communicated to all users

- Inspect the hall after every booking: confirm it's left clean, furniture is reset, and no damage or items left behind
- Record issues, damage, lost property, and pass to the Committee
- Help set up and clear away chairs, tables, and equipment for village events as required

General Duties

- Keep a simple log of access times, bookings, maintenance checks, and issues
- Assist the Committee with quarterly/annual premises inspections as needed
- Be a friendly, professional representative of **Chapel St Leonards Village Hall** — approachable to all users
- Attend occasional short Committee meetings to update on premises matters
- To undertake any reasonable request from the committee

Person Specification

Essential	Desirable
Reliable, trustworthy, and organised — works well unsupervised	Experience in caretaking, premises management, or building maintenance
Physically fit — able to clean, lift, move furniture, and carry out outdoor tasks	Basic DIY and general maintenance skills
Friendly, approachable — good communicator with all ages	Familiarity with the local village community
Basic literacy & numeracy — keep simple records, read meters	Own transport for supplies or site checks

Essential	Desirable
Good understanding of health & safety principles	First Aid certificate
Flexible — prepared to work some evenings and weekends to cover bookings	Knowledge of fire safety and building compliance
Provide cover for absences – annual leave/sickness/special circumstances	COSHH qualification / awareness

Working Conditions

- **Hours:** minimum 22 hours per week — times flexible around bookings and events
 - **Role:** Mix of indoor and outdoor work; mostly independent working
 - **Physical:** Regular standing, bending, lifting, and moving items
 - **Annual Leave:** Self Employed and responsible to provide cover for annual leave/sickness/special absence
 - **Probation Period:** 3 months
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- References will be required; DBS check may be needed