

JOB DESCRIPTION AND PARTICULARS OF APPOINTMENT

- Job Title: Mascot
- Post Number:
- Grade: Grade 2, SCP 2
- Salary: Grade 2, Casual
- Directorate: Place
- Service Area: Shire Services

Where your role fits at Shropshire Council

As Shropshire Council we are rightly proud of our achievements and we have proven to be a resilient local authority in our response to the many challenges we overcome, particularly over recent years. We will be continuing this momentum with ambition and a focus on delivering our four key priorities outlined within the Shropshire Plan: Healthy People, Healthy Environment, Health Economy and Healthy Organisation.

We are committed to achieving this by aligning everything we do to our vision 'Shropshire - living the best life'; to tell everyone that Shropshire Council is a great place to be.

We will enable a skilled, happy, healthy, diverse, inclusive, empowered, and proud workforce that influences and leads change, addressing any inequalities.

As a member of the Shire Services team within Commercial Services, you will support the achievement of these key priorities, making a real difference to the lives of people in Shropshire.

Shire Services provides catering, cleaning and student accommodation services within Shropshire Council. The service operates across Shropshire and neighbouring counties, including North Wales, West Midlands Cannock and Worcester.

The service prides itself on its commercial approach and ability to effectively compete with the private sector, using Local Authority ethos and values as a unique selling point to both existing and potential clients.

As a key member within the Catering, Cleaning and Business support team, we are looking for exceptional people to provide an outstanding service.

Overview of your role

As a member of the Shire Services Team, you will work as part of the catering team, within Shire Services, the catering and cleaning unit of Shropshire Council. The post will be to drive, deliver and either wear or guide the mascot around primary school environments. The postholder must have a positive attitude and good communication skills and be part of creating an exciting atmosphere within dining rooms and other community events.



Who will your manager be and what will you be responsible for?

You will be:

- reporting to the Catering Area Manager who is in turn responsible for your health and safety, training, and development.

What will you be doing?

Provide duties such as:

- Drive the mascot within your own car to various schools within the Shropshire and West Midlands area.
- Ensure that the mascot risk assessment is read and understood by the school's responsible person.
- Manage the laundry of the mascot and the cleanliness of the mascot and associated articles.
- Represent Shire Services within schools to the highest code of conduct.

The above duties are an illustrative outline and are not an exhaustive list. You will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

What we expect of you

You will:

- adopt a customer focused approach when delivering your service, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for your service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire and the West Midlands.
- meet individual, service and personal development targets agreed through the Personal Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Council,
- work with colleagues to meet your team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.
- meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.

What are your conditions of Service

The conditions of service are those laid down by Shropshire Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.



You will be based at Shropshire Food Enterprise Centre, Vanguard Way, Shrewsbury, SY1 3TG.

Your post is subject to the following:

- The post is casual for up to 20 hours per week,
- Normal office hours are 8am to 6pm Monday - Friday with a minimum lunch break of 30 minutes. Occasional evening and weekend work may be required,

This post carries eligibility to join the Local Government Pension Scheme. Information about this will be sent with any formal offer of appointment.

Annual leave entitlement is a pro rata flat rate scheme of 207 hours (28 days) annual leave plus bank holidays, with five days extra awarded to those staff with five years local government service giving an entitlement of 244 hours (33 days). Two days of an employee's allowance (pro rata for part time staff) must be taken at Christmas for any potential Christmas closures.

The appointment is subject to one month's notice in writing on either side.

The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.

Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on council business at the rate of 45 pence per mile.

What pre-employment checks will we undertake?

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form,
4. Evidence of the Right to Work in the UK, under the asylum and immigration act



Person Specification

Post of: Mascot

Please ensure that the Job Description and Person Specification are used as a guide when completing your application form. All of the criteria below will be assessed via your application form; further methods will be used to support this in the interview stage. You are expected to use the application form as a means to demonstrate, with examples, how you meet the person specification criteria below – a re-wording of the criteria listed will not guarantee an interview.

Method of Assessment: S - Scenario, I - Interview, P - Portfolio, T - Test, D – Documents

Qualifications and training

How Assessed – D, I

Essential:

- Good standard of general education

Experience and knowledge

How Assessed – D, I, T

Essential:

- Experience of working within an education setting

Desirable:

- Experience of working in a marketing team

Specialist skills and abilities

How Assessed – D, I, T

Essential:

- Able to work effectively with colleagues, customers and contractors from a range of backgrounds.

Desirable:

- Understanding of Health and Safety requirements

Personal skills and attributes

How Assessed – D, I

Essential:

- Ability to work with others as part of a team.



- Good communication skills
- Good telephone manner

Decision making, impact and innovation	How Assessed – D, I
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Essential:

- Initiative and adaptability.

Special working conditions	How Assessed – D, I
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Essential

- Must possess a full driving licence and provide a car for business use
- Shropshire Council buildings are all no smoking environments.

