

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Ceremony Usher (zero hours)	JEID	B0012
Salary Grade:	Scale A (pro rata)		
Team:	Registration		
Service Area:	Resources		
Primary Location:	Warwick and Stratford- upon- Avon		
Political Restriction	This position is not politically restricted.		
Responsible to:	Registration Service Managers and Team Manager (Warwick and Stratford)		
Responsible for:	N/A		

#### Role Purpose

To meet and greet, and to facilitate the organisation of Ceremonies at St. John's House, The Judges' House, The Henley Room.

#### Role Responsibilities

- Greet the couple and guests and show them into the ceremony/ interview room.
- Assist with the entrance of the couple and attendants.
- Move furniture if necessary to accommodate special requests.
- Unlocking on arrival and securing the building and grounds after the last ceremony.
- Ensure that all areas are vacated at the end of the day.
- Answer general queries from the public.
- Preparation of shop sale items and taking payments where necessary.
- Any other duties.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

Literate & Numerate.	A,I
Experience of dealing with the public in a customer service environment.	A,I
Ability to communicate effectively.	A,I
Ability to relate to people, to be tactful, understanding and diplomatic.	A,I
Computer literate and ability to use an electronic diary system	A,I
Commitment to achieve first class service	A,I
Ability to work as a member of a team	A,I
Professional appearance - The person appointed will be required to wear staff uniform	I
Ability to move lift and carry (chairs) as required (suitable training will be given)	I
Willing to undertake training as required	A,I
Ability to travel efficiently throughout Warwickshire; A full UK driving licence is compulsory and vehicles are to be insured for business use	A,I
Ability to work throughout the year; including weekdays, evenings, weekends and bank holidays. Ability to provide cover at short notice.	A,I

### Desirable Criteria

Assessed By:

Knowledge of local geography	I
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## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as necessary.

## Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those marked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	