



Civic Building Attendant Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome

Hi,

We would like to thank you for your interest in the Attendant role within Sefton Council's Property Services and Asset Management Team.

This is an exciting and rewarding opportunity for someone who is a great communicator, is approachable and wants to be at the heart of a busy and varied working environment.

You'll play a key role in keeping things running smoothly, offering a warm and supportive presence, and approaching every task with professionalism and a positive, can-do attitude. Good people skills are essential in this role, and we're looking for someone who can handle challenging situations with a sensitive approach.

As a person, if you're someone who enjoys helping others, takes pride in delivering a high-quality customer service and brings energy, adaptability, and a genuine passion for making a difference, we'd be delighted to hear from you.

The Job Description and Person Specification for this role are included within the job pack. If you have any questions about the vacancy, please refer to the job pack for the appropriate contact details.

If, when you've finishing reading this pack, you like what you see, and Sefton's Vision and Values align to yours then we can't wait to hear from you.

Best of luck!

Joanne Moon
Head of Facilities Management & Building Services



Contents

About the Borough of Sefton	1
Our Vision and Values.....	2
Our Successes and Key Projects	2
An Inclusive Workplace	3
Liverpool City Region Fair Employment Charter	4
What We Can Offer You.....	4
About the Role	6
Top Tips on How to Apply	8
Application and Selection Information	9
Appendix A – Job Description and Person Specification	10



About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major Northwest cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.

Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the



Care Quality Commission (CQC), and our Children's Services also achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.



For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#)

Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression, strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:

- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.
- Sefton operate a 'Shut Down' period over the Christmas period which staff contribute four fifths of a week's pay over a 12-month period.

Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

Family-Friendly and Inclusive Policies

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.



- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.

Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).

About the Role

This is an important role in the smooth running of Magdalen House and the Town Halls. The Civic Building Attendant will play a crucial part in ensuring that visitors accessing Council services receive a professional and welcoming experience. As one of the first points of contact within the building, the post holder will greet visitors, provide information and guidance, and signpost them to the appropriate Council service, team, or officer who can assist them further.

The post holder will help maintain a safe, secure, and orderly environment for staff, elected members, contractors, and members of the public. Where challenging or sensitive situations arise, the Attendant will manage these calmly, professionally, and confidently,



ensuring the wellbeing of all building users while maintaining excellent customer service standards.

In addition to public-facing responsibilities, the Attendant will provide day-to-day support to Council staff based in Magdalen House and the Town Halls.

This includes coordinating and reporting building maintenance issues, liaising with the Building Maintenance Team, assisting with access arrangements, and directing contractors to the relevant work locations. The role requires a flexible and proactive individual who can adapt to changing priorities and respond effectively to operational requirements as they arise.

Please see **Appendix A (page 10)** for a full copy of the Job Description and Person Specification.

Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.

- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Application and Selection Information

The closing date for this vacancy is **Friday 28th August 2026**.

Provisional interview dates are **Friday 11th September 2026**.

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.



Appendix A – Job Description and Person Specification

JOB DESCRIPTION

Directorate Regeneration, Economy & Assets

Department: Facilities & Civic Attendants

Location: Magdalen House/Hybrid

Division: Property Services & Asset Management

Post No:

Section: Facilities Management & Civic Attendants

Post: Civic Attendant

Grade: D £25,583 - £25,989 Pay award Pending

Responsible to: Attendant Supervisor or Facilities Manager

Responsible for:

JOB PURPOSE

To provide a professional, customer-focused building attendant service that ensures the safe, secure, clean, and efficient operation of civic buildings and associated facilities. The post holder will support the day-to-day management of the building by undertaking security, caretaking, portering, health and safety, and customer service duties, ensuring that staff, elected members, visitors, contractors, and members of the public are welcomed and supported in a safe and well-maintained environment.

The role is responsible for assisting with the preparation and delivery of meetings, civic events, functions, and community activities, ensuring facilities are available, fit for purpose, and presented to a high standard. The post holder will carry out routine inspections, identify and report maintenance issues, monitor compliance with health and safety requirements, and contribute to the effective operation and security of the building.



Working both independently and as part of a wider facilities team, the Civic Building Attendant will respond flexibly to operational requirements and play a key role in maintaining a positive experience for all building users while protecting council assets and supporting service delivery objectives.

MAIN DUTIES

1. Open and secure the building in accordance with operating schedules.
2. Welcome and assist members of the public, visitors, councillors, and contractors.
3. Provide directions and information regarding services and facilities.
4. Respond professionally to enquiries, complaints, and requests for assistance.
5. Security, e.g. patrolling of buildings and grounds in all weathers, checking of premises and monitoring of visitors and occupants. Support Officers if their visitor becomes problematic.
6. Monitor building security systems and report any faults or concerns.
7. Portage and preparation of conference facilities and meeting rooms to meet specific client requirements e.g. erection and dismantling of equipment and moving of furniture.
8. Conduct regular inspections of public areas, meeting rooms, offices, and external grounds.
9. Emergency cleaning of buildings and surrounds in case of accidents and incidents.
10. Basic maintenance of heating plant and boilers.
11. Carry out routine health and safety checks.
12. Report hazards, defects, incidents, and accidents promptly.
13. Assist with emergency evacuations and act as a fire marshal where trained.
14. Ensure compliance with health and safety policies and procedures.
15. To be the focal point of the building and presenting the frontline first impression of the Council. Signposting of the public, visitors, police and councillors to the appropriate Officer or Meeting. This may include Vulnerable Service Users or Homeless people and assisting them further when the service they require is closed, e.g. The Homeless Unit is only open between 10am and 4pm.
16. Act as first point of contact with the emergency services and use basic security equipment where necessary.
17. Where a building is a Licensed Premises ensure that any licence in force is complied with
18. Render all possible assistance to members of the public, and report any to Attendant Supervisor immediately or in any event, not later than the morning of the next working day after the disturbance took place.
19. Writing reports as required, but particularly when incidents have taken place where they were the key member of staff dealing with it. Depending on the incident this



- may be shared widely. Fill in daily handover logs to maintain a professional and seamless service.
20. Processing of cheques and cash payments for various Council departments.
 21. Participate in effective employee relations and undertake appropriate Departmental Training Courses to improve effectiveness in tasks set
 22. Additional reasonable duties that commensurate to the grade.

QUALIFICATIONS AND EXPERIENCE

Essential:

1. Excellent interpersonal skills.
2. Able to communicate with people of all levels and abilities.
3. Possession of a driving licence.

Desirable:

1. Previous experience in attendant duties.
3. Possession of a First Aid Certificate.

SPECIAL CONDITIONS (if applicable)

1. Working to a shift system
2. A degree of flexibility in working hours relating to Attendant duties.
3. Wear complete uniform, as issued, whilst on duty.
4. The postholder may also be required to work as an attendant at any site throughout the Borough.
In those circumstances, the job description for that post will apply at no lesser grade than any post with contracted hours

GENERAL:

The postholder will be expected to comply, observe and promote the equal opportunities of the Council.

All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.



The postholder will often be exposed to confidential and sensitive information that they have a duty to respect and handle in an appropriate manner. Ensure compliance with General Data Protection Regulations (GDPR).

This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

Prepared by: Name

Joanne Moon

Designation **Head of Facilities Management & Building services**

Date **July 2026**

**POST: CIVIC ATTENDANT****DEPARTMENT: PROPERTY SERVICES & ASSET MANAGEMENT**

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL (E) OR DESIRABLE (D)	HOW ASSESSED
Qualification 1. First Aid Certificate. 2. SIA Training 3. GCSEs (or equivalent) in English and Maths. 4. Health and Safety qualification (e.g. IOSH Working Safely). 5. Basic Health and Safety awareness. 6. Good standard of literacy and numeracy. 7. Experience of working in a customer-facing environment. 8. Ability to undertake manual handling duties. 9. Health and Safety qualification (e.g. IOSH Working Safely).	D D D D E E D E D	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
Experience 1. Previous Experience of Attendants duties. 2. Experience of dealing with public face to face. 3. Experience of CCTV systems. 4. Experience of day-to-day operation of civic building	D D D D	AF/I AF/I AF/I AF/I
Knowledge Skills & Attributes 1. Excellent interpersonal skills. 2. Able to communicate with people at all levels. 3. Excellent customer service skills 4. Experienced in monitoring building security 5. Able to work independently 6. Ability to manage competing priorities	E E E D E D D	AF/I AF/I AF/I AF/I AF/I AF/I AF/I



7. Basic knowledge of building maintenance and facilities management operations.	D	AF/I
8. Knowledge of manual handling techniques and risk assessments.	D	AF/I
9. Understanding of safeguarding and equality, diversity and inclusion principles.	D	AF/I
10. Competence in maintaining records, completing reports and using basic IT systems.	E	AF/I
11. Problem-solving skills and ability to respond calmly to incidents and emergencies.	E	AF/I
12. Ability to set up rooms, furniture and equipment for meetings and events.	E	AF/I
13. Team-working skills with the ability to build positive working relationships.		
Other Flexibility in relation to working hours is required.	D	AF/I
Special Requirements		
1. The postholder will be required to wear an Attendants uniform.	E	AF/I
2. Post holder required to drive	E	AF/I
3. The postholder will be required to work as a relief attendant at any site throughout the borough as required and with ability to travel.	D	AF//I

KEY:

AF	Application Form
I	Interview
C	Certificate
T	Test

Prepared by: Name Joanne Moon
Designation Head of Facilities Management & Building services
Date July 2026