

## JOB DESCRIPTION

### SECTION ONE

KETTERING TOWN COUNCIL

**Post Title:** Market Superintendent

**Grade/Pay:** Current market staffing rates

**Post Number:** 007

### SECTION TWO

**Responsible to:- Town Clerk**

**Responsible for**

- Any resources, assets and equipment owned by or used by the Town Council in the course of their duties.

### SECTION THREE – Overall purpose of job

To supervise the operation of the Friday and Saturday markets

### SECTION FOUR – Principal Responsibilities

#### DUTIES

- Assist traders, especially new traders, locate their pitch and stall, and secure safe connections to power supplies where required
- To ensure that market stall holders manage their stall arrangement in such a way as not to impede traffic or inconvenience pedestrians, other traders and adjacent shop keepers
- To ensure that traders' vehicles are not left in the trading area except for loading, unloading or security purposes .
- To mind a trader's stall for them when they are not present, and take cash on their behalf, ensuring that the cash is kept securely until their return.
- To ensure traders comply with all the market rules
- To deal with any customer, shopkeeper or other trader complaints about the layout of the market or convey them to the clerk if they cannot be resolved.
- To advise the Clerk or the Administrative Officer about which traders have attended on each day and how many pitches and stalls they used.
- To address any problems with the Town Council's stalls or equipment which arise during the day; to ensure enough weights are provided for stalls on windy days and record any damage caused to equipment
- To present traders with their monthly invoice where necessary

- To undertake any other duties commensurate with the level of the post as may be required.

**SECTION FIVE – Main levels of contact**

**Internal:** Clerk and other staff employed by KTC.

**External contacts:** .

- Market traders
- Members of the public and shopkeepers

**SECTION SIX – Terms and Conditions**

**Salary:** 3 hours per week at £15 per hour (double on bank holidays)

**Pension** – you may be enrolled onto the Northamptonshire local government pension scheme if you choose

**Working** hours – An hour from the start and a further half hour up to the end of trading each Friday and Saturday

**SECTION SEVEN**

Job Description prepared by M Hammond .....	Date 27 <sup>th</sup> March 2023
Approved by Committee .....	
Agreed by: (Post holder) .....	

**PERSON SPECIFICATION – ADMINISTRATIVE OFFICER**

	<b>Essential</b>	<b>Desirable</b>
Qualifications	English and Mathematics GCSE (A-C) or equivalent.	.
Knowledge and Experience	Experience of at least 1 year working in an office environment	Knowledge of the role of elected members, and understanding the functions of local authorities.

	Experience of working towards agreed deadlines.	Experience of working in an environment where deadlines change at short notice.
	Can confidently use software packages such as Microsoft Office, Microsoft Excel, Teams, Powerpoint, and MS Forms .	Experience of managing budgets and using financial software packages
	Experience of working in a job role where you have managed websites.	
	Experience of working in a customer facing environment.	Experience of conducting public engagement and consultation exercises
Personal Qualities	Works accurately and quickly	
	Well organized and motivated.	
	Can develop and foster effective relationships with a variety of stakeholders.	
Other Requirements		Holds a full clean driving licence and owns a car.