SUDBURY TOWN COUNCIL
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SUDBURY TOWN HALL DOORKEEPER

Position advertised 06.01.2026

Role: Sudbury Town Hall Doorkeeper
Contract type: Part Time / Permanent (following a successful probation period)
Hours: Average expected to be 10 - 15 hours per month
Salary: SCP3 / £12.85 per hour
Reports to: Business Manager
Based at: Town Hall, Sudbury, CO10 1TL

Job Description

Sudbury Town Council is currently seeking a Doorkeeper for the Sudbury Town Hall building.

The Town Hall is a multi-functional and well-used public building. Serving as offices for Sudbury Town Council, Suffolk County Council Registrars and as a public building open 6 days a week as Sudbury Tourist Information Centre and Sudbury Heritage Centre. We also host frequent public and private meetings, talks and events.

As such, the security and a warm welcome for visitors to the Town Hall is essential. We are now seeking an individual who takes pride in their work to join the Sudbury Town Council team in the position of doorkeeper.

Duties

To ensure that the Town Hall is opened for meetings and other events on time as directed by the Town Clerk or other manager.

Routine Council Meetings

- Unlock the Town Hall and set up the meeting if required
- Open at 6:15pm for 6:30pm committee meetings (about 4 to 6 per month)
- Open at 6:30pm for 7:00pm full council meetings (once a month)
- Meetings are usually under 2 hours but sometimes extend to over 3 hours.
- Clear up, set the alarm and lock up. (often 15 to 60 minutes after the end of the meeting)

Private Meetings

- Private meetings could be on a weekday evening or on a Saturday or Sunday. (Sunday duties are paid at double rate)
- Arrive at the time required before the start of the event (often 30 to 60 minutes)
- Unlock the Town Hall and set up the meeting as required

- Open at the agreed time and welcome the visitors
- Ensure that all visitors leave the building
- Clear up, set the alarm and lock up. (often 15 to 60 minutes after the end of the event)

There are no fixed hours as your door keeping duties will depend on bookings for events and meetings at the Town Hall. You will be given a monthly schedule notifying you of the bookings by the Business Manager and shorter notice changes will be emailed to you by one of the managers as required.

Each month you will be paid for 10 hours for the current month as your retainer, plus any additional hours over your 10-hour retainer that you have worked in the previous month.

- To be smartly dressed and polite to all visitors.
- To be fully aware of the Town Hall's security systems and safety procedures, including the use of fire fighting and evacuation equipment.
- To lay out the room with tables, chairs, glasses, water or other refreshments for meetings as requested by the hirer.
- To remain on site for the duration of the meeting or event as the Town Council's officer responsible for safety and security.
- To ensure hirer of premises is informed of Town Hall fire procedures and escape routes.
- To use the fire fighting and evacuation equipment as necessary in an emergency.
- To remain by the public door when not required for other tasks to check that people entering the building are permitted to attend the meeting or event.
- To look out for any potentially dangerous occurrences and make them safe before anyone could be injured. E.g., spillages, trip hazards, etc.
- To ensure that, if the lift breaks down, it is returned to ground level using the lift pump situated in the cellar and that the doors are opened and remain so.
- To ensure that in the event of a dangerous incident the appropriate emergency services are called, and to assist the evacuation of all attendees in a safe and calm manner. Once the evacuation has been completed to assist the event organised with a role call to account for everyone who had been in the building.
- To reset the room, if necessary, which may include putting away the tables,

chairs, glasses, water and any refreshments.

- To ensure that all lights and non-essential electrical equipment are turned off and the heating is set correctly before leaving the premises.

- To ensure that, at the end of the booking period, everyone attending the event has left the building before checking all doors and windows are closed, securely locking the Town Hall and setting the alarm.