



Clipstone Parish Council

Are you our new Caretaker?



About the Role

We are seeking a reliable and trustworthy individual to join our team as Caretaker, helping us manage our key assets - the Village Hall on Church Road including the Council Offices and meeting room, the Cemetery Buildings and any other buildings managed by Clipstone Parish Council.

As Caretaker you will be responsible for ensuring these buildings are kept clean, tidy and in a good state of repair.

You will undertake basic handyman duties (such as changing bulbs, unblocking sinks, decoration and routine repairs). During the winter months you will be assisted in these tasks by the parish workers.

You will also undertake regular safety checks such as testing fire alarms, water temperature, emergency alarms and lights.

You will prepare rooms for hire, which will involve moving furniture, and pack them down afterwards.

We will provide all the necessary training and support to enable you to excel in the role.

Job Description

Hours of Work

This is a part-time role averaging at 10 hours per week. It will be an annualised hours contract (522 hours per year) and you will be paid an equal salary each month.

Your working week will be Saturday to Thursday.

We will agree the detailed core working hours with the successful candidate which will include cleaning the Village Hall (outside its occupancy hours, either in the morning before opening or the prior evening) and regular cleaning of the Council Offices and Cemetery Building. You will also be opening and closing the building for our hirers and council business if required. In addition there will be flexible hours for undertaking additional caretaker duties across any of our sites.

Salary

The role is graded as on the Parish Worker Scale. The annual pay of £4,735 represents an hourly pay of £9.08.

Pension

You will have opportunity to join the Clipstone Parish Council pension scheme.

Holidays

You will receive 28 days annual leave, inclusive of all bank and public holidays (pro-rata).

Title:	Caretaker
Reports to:	Senior Parish Worker
Location:	Clipstone - based at the Village Hall and any other Clipstone Parish Council managed buildings.
Salary:	£4,735 p.a.

Duties:

1. Maintain the Village Hall on Church Road including the Council Offices and meeting room, the Cemetery Buildings and any other buildings managed by Clipstone Parish Council including effecting repairs and improvements to create an excellent environment for visitors and staff.
2. Monitor, operate and maintain appropriate site security and fire systems, including opening and closing the buildings when necessary, checking fire escapes, building facilities and relevant routine testing as required.
3. Monitor the engineering systems to assist in the most economical use of gas, electricity and water.
4. Maintain and monitor Health and Safety standards, reporting any failures to comply with the Council's statutory obligations in this area and help ensure that contractors' work meets Health and Safety regulations.

5. Maintain any stock of resources relevant to the role. Receive delivery of supplies, furniture and parcels and ensure their correct distribution.
6. Carry out portering (including the moving of furniture, setting up and clearing meeting rooms) and cleaning duties (including specialist cleaning when required) within buildings managed by Clipstone Parish Council
7. To undertake any training and professional development relevant to the role
8. To attend and assist at council events
9. To support in the maintenance of the grounds at the buildings managed by Clipstone Parish Council as required
10. To undertake any other duties commensurate with the level of the post as may be required

Person Specification

The specification below is how we work out if you are the right person for the job and is used to determine if you will get an interview. Criteria in the essential column are prerequisites for the job. Criteria in the desirable column help make candidates stand out but we will offer the training detailed in the Education and Training section if you do not have it. These criteria are assessed through the application form and at interview.

Criterion	Essential Requirements	Desirable Requirements
Education & Training	<ul style="list-style-type: none"> • Willing to undertake training as required 	
Skills	<ul style="list-style-type: none"> • Good verbal communication skills • Basic DIY skills • Ability to set up and pack down rooms, including moving furniture. 	
Knowledge	<ul style="list-style-type: none"> • Awareness of safe working practices 	<ul style="list-style-type: none"> • Knowledge of Clipstone COSHH Awareness • Health and Safety Awareness
Experience	<ul style="list-style-type: none"> • Performing cleaning tasks using a variety of materials and methods • Undertaking routine building maintenance/repairs 	

Personal/Other

- Own transport between sites
 - Reliable and trustworthy
 - Self-motivated and able to act at own initiative
 - Flexible approach to work with ability to regularly work evenings and weekends
- Resident to Clipstone or within a 3 mile radius

Ready to apply?

Excellent, we're glad you want to apply and we want to make it as simple as possible. All you need to do is download the application form from the website below, fill it in and e-mail it to:

clerk@clipstoneparishcouncil.org

Alternatively, you can submit a paper copy by posting it to:

Clipstone Parish Clerk
The Village Hall
Church Road
Clipstone Village
Mansfield
Notts
NG21 9DF

Please do note that the Council will only consider CVs if accompanied by a completed application form.

The deadline for applications is Sunday, 23 May 2021.

Interviews will be in early June.

To download the application form please visit:

<https://clipstoneparishcouncil.org/>