



## Clipstone Parish Council

# WE ARE LOOKING TO RECRUIT A CARETAKER

### Your tasks will be:

- Maintain Clipstone Parish Council Buildings and property.
- Monitor, operate and maintain appropriate site security and fire systems.
- Monitor the engineering systems to assist in the most economical use resources.
- Maintain and monitor Health and Safety standards.
- Maintain any stock of resources relevant to the role. .
- Setting up of premises prior to use and clearing after.
- Cleaning duties (including specialist cleaning when required) within buildings managed by Clipstone Parish Council
- To undertake any training and professional development relevant to the role.
- To attend and assist at council events.
- To support in the maintenance of the grounds at the buildings managed by Clipstone Parish Council as required .
- To undertake any other duties commensurate with the level of the post as may be required

### **The pay will be £9.08 per hour for 10 hours per week.**

### You must be

- Willing to undertake training as required
- Have good verbal communication skills
- Possess basic DIY skills
- Able to set up and pack down rooms, including moving furniture.
- Aware of safe working practices
- Able to perform cleaning tasks using a variety of materials and methods.
- Able to undertake routine building maintenance/repairs
- Able to move between sites using your own transport.
- Reliable and trustworthy
- Self-motivated and able to act at own initiative
- Flexible in your approach to work with ability to regularly work evenings and weekends
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### **The closing date for this position is Sunday 23 May 2021.**

Application forms are available by e-mail from :[clerk@clipstoneparishcouncil.org](mailto:clerk@clipstoneparishcouncil.org), or can be downloaded from the council website: <https://clipstoneparishcouncil.org/>

**Applications by CV or letter will only be considered if accompanied by a completed application form.**

B Boyer  
Clerk to Clipstone Parish Council  
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