

# **HEATHFIELD AND WALDRON PARISH COUNCIL**

## **CARETAKER**

**Salary Scale NJC SCP £27,334 per annum (pro rata)  
18 hours per week**

Due to our caretaker unfortunately needing to resign we are looking for a suitable replacement who is flexible, respectful, polite and welcoming to all.

We are looking for an enthusiastic and hardworking individual to join our established team, delivering cleaning and maintaining the safety of our community centre. You will be responsible for ensuring all defects and repairs are reported promptly and where possible that minor repairs are undertaken and carrying out health and safety checks. This role also involves cleaning, opening and closing for some hirers as well as other small maintenance tasks at the office and cleaning of the Theobalds Green toilet.

The role is mainly based at the Community Centre at Sheepsetting Lane, Heathfield. A full driving licence and use of a vehicle is essential.

A DBS check will be undertaken.

### **We want somebody who has:**

- A positive outlook with a flexible, proactive approach and the ability to work as part of a team
- You will need a keen eye for detail and be committed to achieving high standards
- Ideally you will have experience of working in a customer-focused environment undertaking cleaning and caretaking duties
- Good IT skills as you will be required to access emails, complete forms and undertake risk assessments
- Able to be flexible with your time to ensure that you can open and shut for hirers and can get to the centre at short notice if called out

Successful applicants will be invited for interview, which are planned to take place on Wednesday 16<sup>th</sup> October 2024

Closing date for applications: Noon on Monday 14<sup>th</sup> October 2024

For an application pack, please contact

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