**WATLINGTON PARISH COUNCIL CARETAKER**

**JOB DESCRIPTION**

**THE CANDIDATE**

We are looking for a friendly, reliable, dependable and trustworthy individual with a range of practical skills. The appointee should have a flexible approach to duties and work schedules.

A programme of induction and on-going training will be provided.

**JOB PURPOSE**

The successful candidate will undertake a range of cleaning and maintenance tasks of Watlington Parish Council facilities and of selected streets and footpaths.

**LOCATION**

The Caretaker will be based at the Parish Council Office at 1 Old School Place, Watlington and will be managed by and report daily to the Clerk of the Council

**DUTIES WILL INCLUDE:**

* street, car park and footpath cleaning, litter picking. bin emptying;
* open space maintenance – weeding, watering and planting, inspection of play equipment;
* indoor cleaning – public toilets, town hall, community office and pavilion;
* miscellaneous tasks – general maintenance, setting up halls, some office assistance;
* occasional additional evening and weekend work.

**THE SUCCESSFUL CANDIDATE SHOULD HAVE:**

* a flexible approach to hours of work and day to day duties and responsibilities;
* good interpersonal skills to liaise with residents, councillors and the public;
* practical common-sense approach to problem solving;
* health and safety knowledge;
* skills to complete basic paperwork.

**CONTRACT**

The normal working hours of the Caretaker will be 37 hours per week, arranged by agreement.

This job could be split into several part-time roles as a job share.

**PAY SCALE**

National Joint Council: £10.01 to £11.97 per hour depending on experience. A full-time job will attract 4 weeks annual leave. Starting date August 2022.

For an application form contact: Kristina Tynan 01491 613867 email: wpc@watlington-oxoxn-pc.gov.uk

or Margaret Noon email: margaret\_noon@hotmail.com