



Wheathampstead Parish Council
is looking to recruit a Caretaker
£21,575 and £23,194 (Full time equivalent)

Part time role (15/37 hours) with payroll between
£11.18 and £12.02 per hour
(based on nationally agreed pay scales)

Advertisement Summary

Job Title: Part-Time Caretaker

Salary will be in line with the nationally agreed pay scale, based upon experience and will be between £21,575 and £23,194, part-time role with payroll between £11.18 and £12.02 per hour.

Wheathampstead is an active parish council with close links to the community, looking to recruit a Caretaker to support the work the Council.

The role is 15 hours per week with the actual hours of work subject to agreement on appointment. The successful candidate will be expected to work on the premises owned by the Parish Council.

The members of the Parish Council believe that to be successful in this role the Caretaker will need to build relationships at all levels, demonstrating strong organisational and time management skills.

The Job Description and Person Specification is available below. Should you have any questions, please contact Julia Warren, Clerk to the Council email julia.warren@wheathampstead-pc.gov.uk or call 07512 209 902

Applications to be by application form which you may support with a covering letter / your CV .

Please send by email to: julia.warren@wheathampstead-pc.gov.uk by close of office hours on **Thursday 1st December 2022**

It is anticipated that interviews for this position will be held **week commencing 5th December 2022**.

Wheathampstead Village

The village of Wheathampstead is located approximately 6 miles north of St Albans city centre, nestled within the greenbelt. With a population of over 6,000 the village is thriving with activity with small and large businesses and a fabulous community spirit. Wheathampstead Parish council owns and maintains 170 acres of open spaces for the public's enjoyment.

We also own a number of facilities including the Marford Memorial Hall where this role is based. The Hall was built using public subscription in 1961 and is currently being refurbished and remodelled ready to reopen in 2023

The village has a rich history, of which residents are very proud.

Information can be found on the village website <https://wheathampstead-pc.gov.uk/>

Wheathampstead Parish Council

Wheathampstead Parish Council (WPC) is the first tier of government and a very active parish council, here to serve the community of Wheathampstead. Staff and councillors strive to make the village a better place to live, visit and work, by preserving and enhancing the character and community spirit of our village. When at full capacity, there are 12 councillors and 4 members of staff (one of which will be the Caretaker).

On behalf of residents of the village, WPC seeks to influence other agencies by using the powers and resources at its disposal. It also acts to improve co-operation between various organisations.

Job Description: Caretaker

Role Description

To maintain the properties of the Parish Council (principally the Marford Memorial Hall and on occasions the Marford Pavilion) in a clean and presentable condition, suitable for use by staff, councillors, user groups, hirers and more formal functions including weddings.

To report any defects or maintenance work required and to assist in the security of the buildings.

This role is responsible and accountable for

1. To undertake a range of tasks to include:

- To keep all areas of the buildings clean and presentable as per the cleaning schedule;
- Clear and clean up after bookings, as required;
- Provide access to hirers of any facility, or deliveries, as and when required;
- Porterage duties as required, in particular laying out of tables and other equipment for timetabled activities;
- To ensure that buildings are secure after bookings and lock up where required and to be point of contact for any security issues;
- Assist with the maintenance and upkeep of the building (internal and external) ONLY within capabilities, or within current legislation, e.g. replacing bulbs, tap washers, etc. Drawing attention to the Clerk (or a Cllr in the absence of the Clerk) to any repairs or maintenance work which is beyond the competence or responsibility of the Caretaker;
- Working with the Maintenance Contractor to ensure that the pathways and areas surrounding the properties are free of litter, leaves, weeds, snow, etc.;
- To operate machinery and maintain in a clean, safe working order, emptying cleaners regularly and reporting any faults at the earliest opportunity;
- Ensuring all parish council equipment is maintained in a safe, clean, working condition and in compliance with health and safety.
- To ensure that cleaning stocks are replenished i.e. hand sanitizer, soap, etc. Review stocks regularly and advise in good time of any stock required to be ordered.
- To keep the kitchens and equipment clean and tidy, including fridge, crockery, cupboards, microwave, oven, etc.;
- To clean and 'polish' tables and chairs to a schedule to maintain them in a presentable condition;
- To regularly check and report where maintenance is required to any equipment. Check contents of First Aid Boxes and advise of any replacements required. To carry out statutory checks e.g. fire alarms, risk assessments, defibrillator etc. and maintain appropriate records.

2. Directing contractors/tradespeople to the site of maintenance work where necessary ensuring any paperwork is then passed on to the Clerk.

3. To undertake other duties as required from time to time.

Main areas of work:

Marford Memorial Hall

On occasions other areas within the parish boundary

Caretaker Person Specification

Category	Requirement	Essential	Desirable	Demonstrates Criteria Met (Source)
Education and Training	<ul style="list-style-type: none"> • Good standard of general education - with Maths and English Grades 9-4 (or equivalent) 		☐	AF
	<ul style="list-style-type: none"> • Recognised building trade qualification or apprenticeship 		☐	AF
	<ul style="list-style-type: none"> • Basic IT skills 		☐	AF
	<ul style="list-style-type: none"> • Qualified to drive 	☐		AF
Experience	<ul style="list-style-type: none"> • Experience working for public sector organisation. • Maintenance work in a professional capacity • Knowledge of H&S regulations in relation to the role • Understanding of maintaining security of public buildings 		☐ ☐ ☐ ☐	AF /Interview AF /Interview AF /Interview AF /Interview
Knowledge and Skills	<ul style="list-style-type: none"> • DIY skills necessary to undertake general building maintenance, minor repairs and portorage duties. • Physical fitness appropriate to the tasks in the job description • Able to work at moderate heights • Ability to follow instructions, organise and prioritise workload and communicate with all members of the parish community • A willingness to be helpful and support council staff and residents in a practical way • Ability to work as part of a team and on own initiative, understanding council roles and responsibilities and their own role in relation to these • Ability to learn new skills and positively respond to change on a daily basis 	☐ ☐ ☐	☐ ☐ ☐	Occupational or Job Skills Test Interview AF /Interview Interview AF /Interview AF /Interview AF /Interview

Personal Qualities / Disposition / Attitude	• Has good communication skills		☐	Interview
	• Has a positive outlook	☐		Interview
	• Is self-confident		☐	Interview
	• Resourceful and practical	☐		Interview
	• Energetic		☐	Interview
	• Patient and co-operative	☐		Interview
	• Good sense of humour		☐	Interview
	• Understands the need to maintain confidentiality		☐	AF /Interview
Other	• Is available for 15 hours a week.	☐		AF /Interview
	• Has personal transport	☐		AF
	• Is available to regularly work out of hours and at the weekend	☐		AF /Interview