

Malmesbury Town Council



ENGLANDS OLDEST BOROUGH

Caretaker

**17.5 hrs per week minimum guaranteed (permanent)
Evenings and weekends included, rotas set on a two weekly rolling basis**

Salary SCP 5-7 (£23,500-£24,294 p/a pro rata)
Closing date: Midday Wednesday 17th April 2024

Malmesbury Town Council requires a Caretaker on a job-share basis (to work alongside our current part time Caretaker) for the following activities:

- Opening & closing of the Town Hall, ensuring alarms are activated, locks engaged and security of buildings.
- Setting up & clearing down of rooms hired by the public, commercial/community groups or for Council use.
- Being first point of contact for Malmesbury Town Council outside of Office hours.

The successful candidate will have excellent interpersonal skills with the ability to relate to members of the public, will be enthusiastic, reliable, flexible and capable of moving furniture and equipment on a regular basis and is able to work unsupervised in a professional manner.

This post is guaranteed a minimum of 17.5 hours per week, evenings and weekends included, it will be based on a two week rolling rota to ensure fairness between both roles. Please apply with a CV and covering letter of application to the Town Malmesbury Town Clerk giving details of:

- Relevant experience and qualifications
- Why you are interested in the post
- Why you consider yourself suitable for the post

The job description and person specification is available from Claire Mann, Town Clerk, Town Hall, Cross Hayes, Malmesbury, SN16 9BZ. 01666 822143 or claire.mann@malmesbury.gov.uk

Closing date for applications is Midday on Wednesday 17th April 2024 and interviews will be held within 14 days of the closing date.