



Annesley & Felley Parish Council

Parish Clerk: John Barlow

1a Dorchester Drive

Mansfield

Nottinghamshire

NG18 4QQ

E-mail: annesleypc@gmail.com

Vacancy - Caretaker/Cleaner (part-time)

Annesley & Felley Parish Council are looking to recruit an additional Caretaker/Cleaner for the Annesley Parish Hall.

The contracted hours will be 7 hours per week, but these could increase as the Parish Hall is utilised more.

The rate of pay will be £10.70 per hour and will be subject to an annual review.

A work place pension is available to employees that meet the work place pension joining criteria.

The successful applicant should be hard-working, flexible, honest, trustworthy, dependable and self-motivated and ideally live within close proximity of the Annesley Parish Hall.

The main responsibilities will be the day to day security, safety, cleanliness and general maintenance of the Parish Hall. This will include opening and closing the Parish Hall for all Hirers of the Hall during the week and at weekends. It is essential that applicants are physically able as tables and chairs will require moving around within the Parish Hall.

Cleaning duties will be carried out at times to fit in with the usage of the Parish Hall.

The hours worked will be flexible and in the main be determined by the usage of the Parish Hall.

Applications, accompanied with a curriculum vitae and brief summary of why you would be suitable for this role, should be emailed to the Parish Clerk at the email address above.

The closing date for applications is the 30th April 2023 and interviews will take place during May 2023.

A detailed job description is available on request.