



PENISTONE TOWN COUNCIL



VACANCY FOR CARETAKER

Penistone Town Council are currently recruiting for a permanent Caretaker. Penistone Town Council are an active, busy Council that are looking for a highly motivated, flexible and enthusiastic person to take on the role as caretaker at Penistone Town Council.

This is a part-time post of 16 hours per week over a 4 day period with additional hours to cover opening and locking up, with additional hours at weekends subject to bookings. Holiday cover will also be required for the existing post holders and responsibility as a main key holder. The successful applicant will be based at St John's Community Centre, Penistone with a salary of £9.70 per hour as from the 1st April 2022.

Duties include undertaking operational duties, providing maintenance work, cleaning, health and safety procedures, security, dealing with members of the public and contractors. The role will involve a range of physically demanding tasks on occasions to maintain operations and a good level of communicational skills is required as you will be interacting with a wide range of people.

Previous experience in a similar role would be advantageous or a knowledge of DIY/ building maintenance.

Applicants will need to be available to work on occasions in the evenings and weekends, with possible callouts in emergencies.

Please note CV's will not be accepted and a full job application form will be required for completion.

An application form, job description and person specification can be obtained from:

admin@pentowncouncil.gov.uk

For further queries on the post please contact Tara Ball, Town Clerk and Responsible Finance Officer on:

clerk@pentowncouncil.gov.uk

Closing date for applications: Friday 8th April 2022.