

Pleasley Parish Council
Vacancy for Part Time Caretaker -
Verney Institute, Newboundmill Lane, Pleasley

Pleasley Parish Council is looking to appoint a friendly and reliable individual for the role of Caretaker for The Verney Institute, Newboundmill Lane, Pleasley.

Hours: 20 hours per week. The working hours require flexibility over seven days per week to allow for variable daytime/evening/weekend opening and closing.

Salary: Paid in accordance with the National Minimum Wage (NMW) and National Living Wage (NLW) hourly rates, (NLW is £8.91 from 1st April 2021 for anyone aged 23 and over).

Contract: The post is permanent, subject to a period of successful probation. Applicants should also be aware that the appointment to this role will require a satisfactory disclosure from a Disclosure Barring Service (DBS) check; to be carried out by the Parish Council.

The successful applicant will have a range of duties across the site and should be self-motivated, dependable and trustworthy and, as you will normally work alone, be able to work under their own initiative to prioritise workloads. The role will include providing an efficient and effective caretaking service at the Verney Institute including opening and closing the building, ensuring the cleanliness of the premises, minor general maintenance, preparing the hall for bookings and maintaining the security of the premises. You will also be required to maintain a room hire diary and communicate with all user groups and their representatives to ensure that their requirements are met, in accordance with the schedule of room and facilities hire agreement; this will include the moving of furniture, some of which is moderately heavy. The role also requires the successful applicant to be the first responder to call outs by visiting the Verney Institute following an activation of the alarm system on a 24 hour basis.

If you would like a copy of the Job Description, or are interested in finding out more about this vacancy, please contact Neil Pocklington, Clerk to Pleasley Parish Council via email: neil.pleasleypc@gmail.com or call 01623 819786 for an informal chat.

Please apply with CV and covering letter to Pleasley Parish Council, The Verney Institute, 13, Newboundmill Lane, Pleasley, Mansfield NG19 7PL

The closing date for applications is Friday 30 April 2021

Interview date to be confirmed.