



Job Vacancy for two Caretakers on a job share basis at Fernwood Parish Council

We are seeking two reliable and trustworthy individuals to join our organisation as caretakers (job share) to help manage and maintain Fernwood Parish Council's facilities and sites. Both posts will be available from August 1st 2025.

Job sharing the role would mean flexible working, enabling two employees to share the responsibilities and duties of one job.

As a Caretaker, you will be responsible for ensuring that our facilities and sites are kept clean, tidy and in a good state of repair, which includes cleaning the village hall, The Hub and toilets.

The role will include opening and closing the facilities as and when required which involves the need to be flexible at evenings and weekends.

You will undertake basic handyperson duties, such as changing bulbs, minor plumbing works, decorating, routine repairs, maintenance and gardening.

You will be asked to undertake regular safety checks such as visual inspections of outdoor equipment, testing of fire alarms, emergency alarms and lights, so a knowledge of safe working practices is essential.

You will prepare rooms for hire and meetings, which will involve moving furniture and storing it away afterwards.

All the necessary training and support will be provided to enable you to excel in the role.

The role is hourly paid at a rate of **£14.13 (SCP11)**, and hours may fluctuate from week to week. We envisage you will be required to work approximately 20 hours per week plus some extra hours as required which will include providing cover for the other caretaker.

If you are interested in this job share opportunity, you are asked to submit a letter of application and a CV to the Parish Clerk, Fernwood Parish Council, Village Hall, Rubys Avenue, Fernwood, Newark NG24 3RS – Email clerk@fernwood-pc.co.uk

CLOSING DATE FOR APPLICATIONS: Sunday 20th July 2025