



The Town Hall, Quayside House, Navigation Yard,
Sleaford, Lincs, NG34 7TW

Tel: 01529 303456
Email: enquiries@sleaford.gov.uk

Mr Kevin Martin
Clerk to the Council

JOB VACANCY – PART TIME CARETAKER

Sleaford Town Council is looking to recruit a caretaker for its main offices.

Sleaford Town Hall is laid out over two floors and provides office accommodation for a small team of Council staff and three other rooms which are let to a wide range of groups & users.

The standard hours of work for the post will be by agreement. Core hours are expected to be an average of 10 hours per week with a flexible approach to working times at evenings and weekends. This is to suit the nature of the work and the use and occupation of the Town Hall.

The postholder will be required to carry out a general caretaking role (cleaning, general maintenance) as well as setting out rooms for meetings including the provision of teas; coffees etc.

The salary for the post is £17,711 (pro-rata) equivalent to £9.21 per hour based on new pay rates applicable from April 2019). Supplements are payable for any weekend working.

Full details are available from Sleaford Town Council on 01529 303456; via our website www.sleaford.gov.uk or by emailing enquiries@sleaford.gov.uk

For an informal chat about the post please call 01529 303456 and ask to speak to the Clerk or Deputy Clerk.

The closing date for applications is 26th April 2019.