

Broughton Astley



Parish Council

would like to recruit a

TEMPORARY TO PERMANENT PREMISES OFFICER

Approx 25 Hours per week

This varied role will see you undertaking caretaking based at the village hall with additional general outside duties around the village.

The position will require you to work on a fortnightly fixed shift basis working 5 days one week and 4 days another, with weekend working every other week.

Salary £21,161 - £22,737 pro-rata
(Starting scale 2, moving up the scale if the role becomes permanent)

Duties will consist of room preparation for hire including cleaning, general maintenance of the village hall and grounds, premises security, portering, and litter picking.

The position requires a degree of physical and heavy lifting.

You will need to be self-motivated with good customer service skills who is adaptable and flexible. You will need your own transport due to the nature of the shifts and work required.

Training will be provided to the successful applicant.

If you would like to join our team, please contact:

Parish Manager on 01455 285655 or

email parishoffice@broughton-astley.gov.uk

or visit our website www.broughton-astley.gov.uk for an application pack.

Closing date for applications is Sunday 13th October

Interviews to be held week commencing 21st October 2024