JOB VACANCY

NETHERTON VILLAGE HALL

Caretaker – Netherton Village Hall
Netherton village hall Trust is looking to appoint a reliable, practical and enthusiastic Caretaker to look after Netherton Village Hall.

The Village Hall is an important community facility, providing a welcoming space for local residents, groups, organisations and private hirers. We are looking for someone who takes pride in their work and will help ensure the hall is clean, safe, secure and well maintained, providing a positive experience for everyone who uses it.

This is a varied, hands-on role suited to someone who is organised, approachable and enjoys working independently, with a flexible approach to working hours.

About the Role
As Caretaker, you will take responsibility for the day-to-day operation, care and general upkeep of the Village Hall. You will be the main point of contact for hirers when accessing the building and will help ensure the facilities are ready for use.

The Position

- **Hours:** 10 hours per week
- **Contract:** Permanent
- **Pay:** Hourly rate above the National Minimum Wage
- **Working pattern:** Flexible, including some evenings and weekends to accommodate hall bookings.

What We Offer

- A permanent position with 10 hours of work per week.
- An hourly rate above the National Minimum Wage.
- The opportunity to play an important role in supporting a valued local community facility.
- A varied and practical role with a degree of independence.
- Support and guidance from the Parish Clerk and Parish Office.
- Training on the Hall Master Booking System and relevant procedures.

Skills, Experience and Personal Qualities
We are looking for someone who is practical, reliable and approachable, with a genuine interest in maintaining a welcoming and well-presented community facility.

The successful candidate will ideally demonstrate the following skills and qualities:

- **Practical maintenance skills:** Able to undertake basic DIY, minor repairs and general maintenance tasks, identifying when specialist contractors are required.
- **Good organisational skills:** Able to plan and prioritise daily tasks, manage time effectively and ensure the hall is prepared for bookings.
- **Housekeeping:** Takes pride in maintaining high standards of cleanliness, hygiene and presentation.
- **Health and safety awareness:** Understands the importance of maintaining a safe environment, carrying out routine checks and reporting hazards or concerns.
- **Communication skills:** Confident and approachable when dealing with hall hirers, members of the public, contractors and Parish Council representatives.
- **IT confidence:** Comfortable using a smartphone, apps and basic computer systems to manage bookings, access arrangements and heating controls. (Training will be provided.)
- **Problem-solving:** Able to use initiative, respond calmly to everyday issues and know when to escalate problems.
- **Attention to detail:** Able to identify faults, damage, security concerns and maintenance requirements.
- **Reliability and trustworthiness:** Someone who can work independently, take responsibility for the building and demonstrate a dependable approach.
- **Flexibility:** Willing to work flexibly, including some evenings and weekends, to meet the needs of hall bookings.

Desirable Experience
Previous experience in a caretaking, cleaning, facilities management, maintenance or similar practical role would be beneficial but is not essential.

Knowledge or experience of health and safety inspections, fire safety procedures and PAT testing would also be an advantage.

If you are interested in the role and wish to request an application pack, please email: clerk@sitlingtonparishcouncil.gov.uk or Telephone for more information: 07771113258