Sitlington Parish Council

Village Caretaker – Parish Council

Help us keep our village safe, tidy and welcoming!

We are looking to recruit a practical, reliable and self-motivated **Village Caretaker** to help maintain Parish Council land, buildings, public spaces and community facilities.

This is a varied, hands-on role for someone who takes pride in their work, enjoys working outdoors and wants to make a positive contribution to the local community.

Key Responsibilities
The role will include:

- Carrying out regular inspections of Parish Council land, buildings and public assets.
- Inspecting and maintaining cemeteries, burial grounds and play areas, including routine safety checks (training will be provided).
- Undertaking general grounds maintenance, including vegetation management, weeding, tidying and litter removal.
- Sweeping and cleaning of headstones after grass cutting or as required.
- Carrying out basic maintenance, minor repairs and upkeep of noticeboards, benches, bins, gates and other public facilities.
- Identifying and reporting damage, hazards, defects and maintenance requirements.
- Ensuring Parish Council facilities and public areas are clean, safe and presentable.
- Keeping basic records of inspections and work undertaken.
- Liaising with the Parish Clerk, contractors and members of the public as required.

About You
We are looking for someone who:

- Is reliable, practical, conscientious and self-motivated.
- Takes pride in maintaining a clean, safe and welcoming environment.
- Is comfortable working outdoors in all weather conditions.

- Can work independently, organise their own workload and use their initiative.
- Has good communication skills and a responsible approach to health and safety.

Essential requirements:
- Full, valid UK driving licence.
- Access to reliable transport to travel between Parish Council sites.
- Ability and confidence to work alone.

Previous experience in grounds maintenance, caretaking or general property maintenance would be an advantage but is not essential.

Hours and Working Arrangements
Approximately **12 hours per week on average**, worked flexibly throughout the year to reflect seasonal requirements.
Suggested working pattern:
- Spring/Summer: approximately 15 hours per week.
- Autumn/Winter: approximately 9 hours per week.

A consistent annual salary will be paid, based on the agreed average weekly hours.

The role involves working independently, but full support will be available from the Parish Office, providing guidance, work allocation and support.

Occasional additional hours may be required for urgent maintenance, unexpected issues or other operational needs. All additional hours must be authorised in advance by the Parish Clerk or an authorised representative and will be paid or compensated in accordance with the agreed employment arrangements.

What We Offer

- A varied and rewarding role within the local community.
- Flexible working arrangements.
- Training and ongoing support.
- A consistent annual salary.

Salary: SCP Local government services pay scale (7-12) £14.14 -£15.31
Contract: Permanent

How to Apply
If you are practical, dependable and would enjoy helping us look after our village and its facilities, we would love to hear from you.

For further information or an application form, please contact:

Parish Clerk: Julia Talbot
Email: clerk@sitlingtonparishcouncil.gov.uk
Telephone: 07771113258

Closing date: 30/11/26