



JOB VACANCY

Job title: Maintenance Assistant

Organisation: Cleobury Mortimer Town Council

Salary: NJC Scale Point 5 - £23,500 (pro-rata)

Closing date: Monday 5th February 2024 at 4pm

SUMMARY

Cleobury Mortimer is a medieval market town on the Shropshire/Worcestershire border with a population of around 3,300. It is well-known for its community spirit and the politically independent Town Councillors who serve it. The Town Council has been awarded Quality Gold status under the Local Council Award Scheme. The Town Council is responsible for a number of community assets including the Playing Field, QEII Park, Love Lane Play Area, Cleobury Cemetery, Public Toilets and three bus shelters on the main road.

We are looking for a Maintenance Assistant. Working with our Maintenance Supervisor your duties will include litter-picking and emptying the Town Council bins, maintenance of Churchyard flowerbeds and street planters, cleaning bus shelters and any other work as directed by the Maintenance Supervisor. The Maintenance Assistant will also cover for the Janitor and Maintenance Supervisor when required ie to cover holiday leave. The successful candidate will also be required to work pro-actively to ensure all risk assessments and health and safety checks are carried out. They will work with a maintenance schedule and assist with a range of grounds maintenance tasks throughout the parish of Cleobury Mortimer under the supervision of our Maintenance Supervisor to ensure that a safe, clean and tidy environment is provided for the community.

The position is part-time (10 hours per week) but there will be additional hours on an occasional basis due to holiday cover and assisting with some additional seasonal projects or larger maintenance projects. The role is flexible with working hours usually expected between Monday and Friday. The litter-picking and bin emptying is done on alternate days. There will be occasional weekend work – assisting with events and projects or emergency work. The role will be subject to a 6-month probationary period.

Health and Safety, First Aid and other necessary training will be provided.

Personal Protective Equipment and some workwear is provided.

It is essential that the successful candidate is self-motivated, has knowledge and experience of groundwork and general maintenance and working in an outdoor environment. The successful candidate will have the ability to relate to, and communicate with staff, councillors, members of the public and external agencies, along with the ability to demonstrate creative thinking and good problem-solving skills when faced with challenging situations.

In addition to the above salary, the successful applicant will also benefit from a contributory pension scheme and 28 days (pro-rata) holiday per year.

Interviews will take place in Cleobury Mortimer week commencing Monday 12th February 2024.

A full job description is available on the Town Council website www.cleobury.org.uk.

To apply, please email your CV and a covering letter to council@cleobury.org.uk or in writing to the Town Clerk, Cleobury Mortimer Town Council, Office 4, Cleobury Country Centre, Love Lane, Cleobury Mortimer, Kidderminster, Worcs, DY14 8PE no later than 4pm on Monday 5th February 2024.