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## JOB VACANCY

Job title: Maintenance Assistant

Organisation: Cleobury Mortimer Town Council

Salary: NJC Scale Point 5 - £24,790 (pro-rata)

Closing date: Friday 13<sup>th</sup> December 2024 at 4pm

### SUMMARY

Cleobury Mortimer is a medieval market town on the Shropshire/Worcestershire border with a population of around 3,300 residents. It is well-known for its community spirit and the politically independent Town Councillors who serve the community. The Town Council is responsible for a number of community assets including the Playing Field, Queen Elizabeth II Park, Love Lane Play Area, Cleobury Cemetery, Public Toilets and three bus shelters on the main road.

We are looking for a Maintenance Assistant to work alongside our current Maintenance Assistant. Working with our Maintenance Assistant your duties will include the following: litter-picking; the emptying of the Town Council bins; maintenance of Churchyard flowerbeds and street planters; cleaning bus shelters and any other work as directed by the Town Clerk and Deputy Town Clerk. The Maintenance Assistant will also support the roles of the Janitor and Maintenance Assistant when required, i.e. to cover holiday leave. The successful candidate will be required to work within the context of the current Health & Safety legislation, and to ensure that all risk assessments and safety checks are carried out as per guidance from the Town Clerk and the Deputy Town Clerk. They will work within an agreed maintenance schedule and assist with a range of grounds maintenance tasks throughout the parish of Cleobury Mortimer under the supervision of the Town Clerk/Deputy Town Clerk to ensure that a safe, clean and tidy environment is provided for the community. This will be reviewed on a regular basis, dependent on the needs of the Community.

The position of Maintenance Assistant is part-time (15 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 expected between Monday and Friday, 9am – 4pm. The litter-picking and bin emptying is done on alternate days. There will be occasional weekend work – assisting with Town Council events, projects or emergency work. The role will be subject to a 6-month probationary period.

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

Personal Protective Equipment and some workwear will be provided dependent on the task to be completed.

The successful candidate will have a record of being a team player, but also be able to show initiative and motivation, have knowledge and experience of groundwork, 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 initiative, self-motivation 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 16<sup>th</sup> December 2024.

A full job description is available on the Town Council website [www.cleobury.org.uk](http://www.cleobury.org.uk).

To apply, please email your CV and a covering letter to [council@cleobury.org.uk](mailto: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 Friday 13<sup>th</sup> December 2024.