



Coedpoeth Community Council

- 1) Caretaker required (with live-in accommodation if required)
- 2) Assistant Caretaker required

Following retirement of the current post-holder, Coedpoeth Community Council is looking for a reliable and responsible person for the post of **full-time caretaker** at The Old Carnegie Library and Parish Hall, Park Road, Coedpoeth.

This post is at the heart of Coedpoeth life and includes:

- working closely with assistant caretakers and the clerk;
- opening and closing the Old Library and Parish Hall;
- setting up rooms for various clubs and groups;
- managing the administration of bookings for the Old Library and Parish Hall
- taking telephone bookings;
- taking money;
- managing day-to-day operation of CCTV cameras and occasionally liaising with police;
- ensuring that fire equipment is in order and fire doors kept clear;
- preparing and watering hanging baskets on the High Street;
- cleaning duties.

Opening hours are: 8.30am-9.30pm Monday – Friday and 9pm – 4pm on Saturday.

Hours: 35 hours per week, flexible

Pay: Scale point 14 to 19 NJC (National Joint Council for Local Government Services). £17,681 - £19,446. The successful applicant will automatically be enrolled into the Clwyd Pension Scheme.

In addition, 2 bedroomed-accommodation is available on site, subject to a reasonable weekly rental charge. Ideally, we would like the successful applicant to live in this accommodation.

We are looking for someone who is physically fit, as there is a degree of heavy lifting involved.

We would also like the successful applicant to have the following skills:

- computer literacy, to help develop the booking handling systems. Willingness to develop computer skills is welcomed and opportunities for training may be available.
- A current, full driving licence.

An Assistant Caretaker is also required.

Hours: 16 hours, flexible

Pay: Scale point 10 NJC (National Joint Council for Local Government Services).
£16,863 pro rata.

For further details and an application form, please contact;

Helen Belton, Clerk to the Council, The Old Carnegie Library, Park Road, Coedpoeth
LL11 3TD

01978 756890

Email: clerk@coedpoeth.com

Closing date: **October 11th, 2018, 12pm.**

Interviews to take place **w/b October 15th, 2018.**