

JOB DESCRIPTION
SHERINGTON VILLAGE CARETAKER

Hours: Approx. 10-15 hours per week (flexible), variable rates of pay in line with National Minimum wage

Reporting to: Parish Council Clerk

Role Purpose

The Village Caretaker will help maintain the cleanliness, safety and appearance of the Village, supporting community pride and helping to enhance the environment for the residents and visitors.

Specific Responsibilities

- The upkeep of the Village assets, with duties to either undertake a range of repair tasks and safety measures OR to oversee outsourcing repairs.
 - Requisitioning the necessary supplies, equipment and tools, working within budget.
 - Conducting regular inspections of the Village assets and area to determine which areas need attention.
 - Keep maintenance schedules and records up to date.
 - Emptying the bins around the Village, if required.
 - Monitoring the Village noticeboards, fencing and landscaping for any repairs.
 - Working alongside the Village Clerk on any tasks that may need doing within the Village, relating to maintenance.
 - Weeding and basic gardening duties on a regular basis.
 - Occasionally being responsible for opening and closing the Pavillion when the Pavillion Caretaker is on leave.
 - Conducting regular inspections of the park areas and other areas the public use, to ensure they are safe.
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For further information or to register your interest, please contact the clerk@sherington-pc.gov.uk

The closing date for this application is Thursday 11 September 2025