

Caretaker Job Description

Salary: £14.13 per hour

Payscale: SCP9

Hours per week: 15 hours with days and hours flexible (evening and weekend work required)

Reporting to: Facilities Manager

Location: Airfield Pavilion, Tibbs Road, Haddenham.

This is a new role that has been created to assist the Facilities Manager to ensure the Council's Facilities at the Airfield, Woodways and Banks Park are well maintained. As the Parish Council's Caretaker you will have a diverse skill set, and be a hard-working individual who can turn their hand to anything. Reporting to the Facilities Manager, you will be able to work alone and as part of a small team with a customer focus. You will be a quick-thinking problem solver who can provide a flexible and reliable community-based service.

Key Responsibilities:

- To be the main point of contact for hirer's of the Parish Council's facilities.
- Ensure that hirer's have access to the facility through provision of a door code and be available to assist with any difficulties.
- Assist with the setting out of the room if required.
- Carry out a building inspection between hirings to ensure the building is in a clean and tidy condition, and at the end of the day has been properly secured.
- Carrying out routine building inspections, identifying faults and reporting for repair, refilling first aid boxes etc.
- Making sure supplies of consumables are well stocked.
- Experience of using tools to carry out minor repairs.
- An understanding of plumbing and electrics will be an advantage.
- Supplement the regular weekly cleaning of floors, furniture, kitchens, and toilets.
- Routine alarm testing and Legionella prevention routine.
- Health and safety checks
- Gutter clearing
- Litter picking and litter bin emptying
- Snow clearing and salt spreading on PC owned sites.
- Under take all necessary training for the role.
- Other duties as may be required for the safe and efficient running of the facilities.

Person Specification:

- Excellent time management
- Organisational skills
- Attention to detail
- Good Communication skills and professionalism

- Practical problem-solving skills
- Flexible and adaptable
- Polite and professional when dealing with others
- Work on your own initiative
- Working as part of a multi-skilled team
- Excellent awareness of health and safety
- Available for out-of-hours work

July 2026.