

STOTFOLD TOWN COUNCIL

Job Title:	Caretaker (Community Facilities)
Location:	Memorial Hall, Hallworth Drive and Greenacre Centre Valerian Way, Stotfold, SG5
Hours:	18 hours per week, worked on an alternating one week on / one week off rota
Salary:	Salary Scale Point 15-18, £31,015 per annum pro rata or £16.08 per hour.
Annual Leave:	25 days pro rata + 2 concessionary days = 63 hours per annum
Pension:	Nest

Join the team that keeps Stotfold's community spaces welcoming, safe and ready for use

Stotfold Town Council is seeking a practical, reliable and community-minded Caretaker to support the day-to-day operation of our busy community buildings.

This is a hands-on role at the heart of local life. You will be responsible for ensuring the Memorial Hall and, at times, the Greenacre Centre are clean, secure, well-presented and ready for the wide range of activities, events and hires that take place throughout the year.

You will be one of the Council's visible, trusted key holders, helping to safeguard important public assets while delivering a positive experience for residents, hirers and visitors.

What you'll be doing

- Opening and securing buildings and cemetery in line with hire bookings and rotas
- Preparing rooms including setting up tables and chairs, and checking they are ready for use
- Cleaning halls, kitchens, toilets and communal areas to a high standard
- Inspecting facilities after use and ensuring they are left in good condition
- Reporting maintenance issues, damage or concerns promptly
- Supporting compliance with hire conditions and council procedures
- Undertaking basic health & safety checks and completing simple logs
- Providing cover for holiday/sickness and joining a shared emergency call-out rota
- Stock management of caretaking supplies.
- Acting as a friendly, professional point of contact for building users and contractors

What we're looking for

You will be someone who:

- Takes pride in maintaining clean, welcoming spaces

- Is practical, hands-on and physically able to carry out manual duties
- Works calmly and reliably, often independently
- Has excellent people skills and enjoys interacting with the public
- Understands the importance of security, safety and attention to detail
- Can use basic IT systems such as Outlook, Word and Excel
- Is flexible in working patterns to meet operational needs
- Has access to a vehicle

Experience in a public-facing role, minor maintenance, or facilities work would be advantageous.

Why this role matters

Our community buildings are used every day by residents, clubs, groups, families and local organisations. The quality, safety and presentation of these spaces has a direct impact on how people experience their town.

This role plays a vital part in supporting community life in Stotfold.

How to apply

Download an application form from our website: www.stotfoldtowncouncil.gov.uk or email enquiries@stotfoldtowncouncil.gov.uk

Closing date: Monday 5 October 2026, 0900

Interviews: Monday 12 October

Stotfold Town Council is an equal opportunities employer and welcomes applications from all sections of the community.

STOTFOLD TOWN COUNCIL

CARETAKER

JOB DESCRIPTION AND PERSON SPECIFICATION

Reports to:	Amenities Team Leader
Working Pattern:	18 hours per week, worked on an alternating one week on / one week off rota
Salary	Salary Scale Point 15-18, £31,015 per annum pro rata or £16.08 per hour.
Workplace:	Memorial Hall, Hallworth Drive, Stotfold Stotfold Cemetery, Mill Lane, Stotfold Greenacre Centre, Valerian Way, Stotfold SG5 4HG
Annual leave:	25 days pro rata plus 2 concessionary days = 63 hours per annum

Purpose of Role:

- To support the safe, clean and efficient operation of Stotfold Town Council's community facilities, with a primary focus on the Memorial Hall and limited duties at the Greenacre Centre.
- The Facilities Assistant will ensure buildings are presented to a high standard for hirers and visitors, are opened and secured appropriately, and that cleaning, basic checks and reporting are carried out in line with Council procedures.
- This role plays a key part in safeguarding Council assets, supporting community use, and delivering a positive customer experience.

Duties and Responsibilities

Memorial Hall – Core Responsibilities

- Open and close the Memorial Hall and cemetery in line with hire bookings and agreed rotas.
- Prepare rooms for hire, including basic checks for cleanliness, condition and suitability.
- Ensure hirers comply with the Council's Conditions of Hire and report any issues or breaches.
- Inspect rooms at the end of each hire period and ensure they are left in a hireable condition.
- Undertake regular cleaning duties, including:
 - halls, toilets, kitchens and circulation areas
 - emptying bins and replenishing basic supplies
 - Sweeping, mopping, hoovering and other manual cleaning duties
- Report damage, defects or maintenance issues promptly to the office.
- Ensure the building is secured and not left unoccupied when not in use.
- Provide holiday and sickness cover for cleaning/caretaking duties where required.
- Participate in an emergency call-out rota until 11pm (shared with other key holders).
- Attend the building when required to liaise with contractors.

Greenacre Centre – Limited Duties

- Open and close the Greenacre Centre at agreed times, ensuring the building is safe and ready for use.
- Participate in an emergency call-out rota until 11pm (shared with other key holders).
- Carry out visual checks of communal areas and report any concerns to the office.
- Liaise courteously with hirers and visitors as required.

General Facilities Duties

- Carry out basic health and safety checks and follow Council procedures at all times.
- Complete simple checklists or logs as required (e.g. opening/closing, cleaning).
- Act as a responsible, visible and approachable representative of the Town Council.
- Work flexibly in response to varying bookings and operational needs.
- Undertake any other reasonable duties commensurate with the role.

Health, Safety and Compliance

- Work in accordance with Health & Safety legislation, COSHH and Council policies.
- Use cleaning materials and equipment safely and appropriately.
- Report accidents, near misses or hazards promptly.

Other Responsibilities

- Acting as a representative of the Council as required, positively promoting the council within the local community and being one of the Council's public-facing contacts.
- To contribute to the Town Council's priorities on climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.
- To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.
- Promoting equality, diversity, and inclusion and being aware of your own actions and those of others. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.
- Attending training courses and seminars that support the role, and that contribute to personal and professional development.
- Performing any other relevant duties which may be assigned from time to time by the Council.

Caretaker

Person Specification

Attainments	Competency	Essential	Desirable
Qualifications	Relevant Competence: use of cleaning materials/equipment	✓	
	First aid qualification		✓
Knowledge and Skills	Excellent written and oral communication skills	✓	
	Basic knowledge of Microsoft systems – particularly Outlook, Word and Excel		✓
	Excellent people skills – creating strong relationships with a wide variety of groups and individuals	✓	
	Experience of working in a public facing role	✓	
	Experience carrying out minor maintenance tasks with the use of hand and power tools		✓
	Knowledge of local authority functions		✓
	Knowledge of Health and Safety requirements and safe working practices	✓	
	Ability to work collaboratively & flexibly as part of a team	✓	
	Physically able to carry out the manual duties required	✓	
Personal qualities and attributes	Ability to work with all sectors of the community, town councillors, stakeholders, and dignitaries	✓	
	Enthusiastic and willing to adapt to change	✓	
	Remain calm under pressure	✓	
	Professional and courteous manner	✓	
	Flexible, proactive, and hands on approach to tasks.	✓	
	Access to vehicle	✓	