

Saltash Town Council



Join Our Team – Casual Caretaker
Zero hours: NJC 5 – 6 (£13.26 - £13.47)

Why join Saltash Town Council:

We are a supportive and community-focused workplace where your wellbeing and professional growth are valued. We offer:

- Local Government Pension Scheme employer contribution for 2025-26: 19.5%
- Accredited Living Wage Employer
- Competitive pay aligned with the National Joint Council (NJC)
- Annual leave entitlement is accrued on a monthly basis
- Ongoing training and development opportunities
- Health care insurance
- Bright Exchange discounts and offers
- A supportive sickness absence policy
- We believe balance drives performance. That's why we're committed to flexible working arrangements including hybrid working that support your wellbeing while ensuring the smooth and effective delivery of Council services (where appropriate for the role)

Purpose of the role:

Saltash Town Council is seeking a motivated Casual Caretaker responsible for ensuring the cleanliness, safety, and general upkeep of Town Council-owned buildings and facilities.

This role supports the smooth operation of events, meetings (outlined in the meetings calendar), and daily activities by providing flexible assistance with setting up rooms, minor maintenance tasks, and securing premises. The Casual Caretaker plays a key role in maintaining a welcoming and well-maintained environment for staff, visitors, and the community.

The ideal candidate will:

- Have experience in caretaking, cleaning, or facilities management
- Have strong Health and Safety knowledge, including COSHH
- Have general DIY / Maintenance skills
- Be reliable, punctual, adaptable, and customer-focused approach
- Have good communication skills able to interact politely and professionally with staff, contractors and members of the public

Contract:

Zero hours variable Monday to Sunday.

Location:

Various Town Council locations

Saltash Town Council



How to Apply:

Applications will only be accepted on the official Town Council application form which includes space for a supporting statement of 750 to 1000 words, please read and understand the Job Description and Person Specification thoroughly as this is what your written evidence will be assessed against.

Share with us what makes you suited to this role and why, what you can do and the skills you have that are transferable to the key requirements, and the life experience or passion you have that are linked to this role.

CV's or previous applications will not be accepted.

Refer to the Town Council [website](#) to download the application form and supporting documents relating to this role.

Please contact judy@hrsupportconsultancy.co.uk or telephone 01822 870270 if you would like to discuss the role prior to completing the application form and submitting directly to judy@hrsupportconsultancy.co.uk

Interview:

Shortlisted candidates will be invited to a face-to-face interview with a number of questions asked to assess your suitability for the role.

Selection and Feedback:

We will notify you if you have been shortlisted for interview. Feedback will only be provided following an interview.

Closing Date:

Tuesday 23 September at 12 noon. However, please feel free to apply as soon as possible, applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

Thank you for your interest in this role.