

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, room setups, 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.

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Location:

Various Town Council locations

How to Apply:

Only CV's will be accepted of no more than 2 sides of A4 which should be supported by a cover letter of no more than 350 words. The cover letter should outline your motivations for applying, and highlight how your transferable skills, knowledge and experience meets the requirements for the vacant position, and the life experience or passion you have that are linked to this role. Please read and understand the Job Description and Person Specification thoroughly as this is what your written evidence will be assessed against.

Refer to the Town Council [website](#) to download the Job Description and Person Specification relating to this role.

Please contact humanresources@saltash.gov.uk or telephone 01752 844846 if you would like to discuss the role prior to completing the application form.

CV and cover letter to be submitted in full to humanresources@saltash.gov.uk

References:

You will be required to provide details of two professional referees, one of whom must be your current or most recent employer (references will not be taken up without prior consent).

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 7 April 2026 at 4pm. However, please feel free to apply as soon as possible, CV's and cover letters will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

Thank you for your interest in this role.