

Vacancy

Caretaker/Administrator – Bradville Hall

Job Title: Caretaker/Administrator for Bradville Hall
Location: Bradville, Milton Keynes, MK13 7DZ
Salary: Starting at SCP £23,982.40 per annum (depending on experience and qualifications)
Hours of Work: Full-time 40 hours per week

Role: (In general but not limited to the following)

The Parish Council are looking to recruit someone who is passionate about community engagement. Bradville Hall will be the focal point for the community to come together for a multitude of social events. The Caretaker/Administrator will provide day to day running of the centre.

As a keyholder for the Hall, the role will require lone working and some out of hours working during evenings, weekends and Bank holidays.

The Caretaker/Administrator will need to be able to demonstrate excellence in customer services and champion the use of the Hall, building strong relationships with both residents and other agencies.

Be proficient in Microsoft Office products and electronic booking systems.

The successful candidate will undertake relevant training in order to fulfil the role and must possess a full and clean UK driving licence.

A full job description is available on our website, www.stantonbury-pc.org.uk.

Application forms can be obtained by emailing sue.tozer@stantonburyparishcouncil.org.uk, or by telephoning 01908 227201

The closing date for applications is 4pm Friday 4th March 2022