



# CARETAKER

## Recruitment Pack

January 2022



### Millbrook Parish Council

Parish Clerk / RFO: Mrs Karenza Heald

The Parish Council Office,

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Dear Applicant,

Thank you for your interest in applying for the role of Caretaker.

This pack is designed to give you more information about the role and our organisation. We encourage all potential applicants to read this pack and hope it answers any questions you may have.

Please note that we only accept applications using our application form; this is tailored to each role and aims to ensure we get all the information from you that we need to be able to shortlist for interview. Our shortlisting panel will only consider the information on the application form and will not read CVs or covering letters – so please ensure that the form contains all the information about you that you want to get across.

Completed application forms should be sent via email to:

[theclerk@millbrook-pc.gov.uk](mailto:theclerk@millbrook-pc.gov.uk)

**by 9am on Monday 7<sup>th</sup> February 2022.**

The Council aims to acknowledge receipt of an application so if you do not hear from me within 48 hours please contact me.

We look forward to reading your application.

Yours faithfully,

Karenza Heald  
**Parish Clerk**

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# ABOUT US

Millbrook is located on the lovely Rame Peninsula, officially an area of outstanding natural beauty, in South East Cornwall to the west of the river Tamar and the great naval city of Plymouth.

Millbrook Parish Council is responsible for the upkeep and maintenance of a variety of public buildings and spaces, several car parks, gardens, the public toilets, the recreation grounds that are central to the community alongside the lake, formed as a flood defence and now a central part of our recreation area.

# ABOUT THE ROLE

This new Caretaker role is an ideal opportunity for someone who cares about the community and has experience in general maintenance. You will be helping to ensure the council's assets and amenities are well maintained and presented.

Your primary tasks will be:

- General inspection / maintenance checks
- Litter picking.
- Kerbside weed clearance.
- Weed clearance in the public car parks.
- Litter / Dog fouling Enforcement duties.
- Maintenance repairs of Parish Council assets – as directed by the Parish Clerk.

We will provide all the necessary training and support you to excel in the role.

# WORKING FOR THE PARISH COUNCIL

The Parish Council is committed to getting the best from its staff by providing access to appropriate training and development throughout your employment with us.

Your line manager, the Parish Clerk, is based in the Village Hall and will encourage weekly meetings to discuss any issues and go through priority tasks.

You will receive quarterly appraisal meetings which will be focused on employee development and problem solving.

We will reimburse out of pocket costs (with advance manager approval) and mileage at 45p per mile when driving on council business (including between our sites).

## JOB DESCRIPTION

1. Litter picking and weed clearance.
2. Environment Enforcement Services  
Promotion and enforcement of the provisions of part IV of the Environmental Protection Act 1990, with regard to the control of litter and waste, and the provisions of the Dog Fouling of Land Act 1996 with regard to dog fouling, and any other legislation applicable to the post.
3. Inspection checks of play park facilities, graveyard (new section) and the defibrillator by the public toilets.
4. Maintenance of the Parish Council assets, as directed by the Parish Clerk:
  - Millbrook Tractor Park
  - Skatepark
  - Tennis court
  - Public seating
  - Bus shelter
  - Tanyard
  - Graveyard
  - Car parks
  - Lime Kiln
  - Public toilets
5. Maintaining and monitoring Health and Safety standards, reporting any failures to comply with the Council's statutory obligations in this area and helping to ensure that contractors' work meets Health and Safety regulations.

6. Maintaining any stock of resources relevant to the role and keeping a list of materials stored in the Lime Kiln.
7. Receiving delivery of supplies, furniture and parcels, as applicable for this role, and ensuring their correct distribution.
8. Undertaking any training and professional development relevant to the role
9. Attending and assisting at council events
10. Undertaking any other duties commensurate with the level of the post as may be required

# PERSON SPECIFICATION

The person specification is how we work out if you are the right person for the job. The criteria marked 'E' for 'essential' column are prerequisites for the job and there is a strong possibility that you will not get an offered an interview if you cannot demonstrate these. The marked 'D' for 'desirable' criteria help make candidates stand out, but we will provide full training and development in these areas if required.

The criteria are assessed through the application form to shortlist for interview and at the interview itself.

## EDUCATION AND TRAINING

- Willing to undertake training as required (E)

## SKILLS AND KNOWEDGE

- Good and verbal communication skills (E)
- Basic DIY Skills (E)
- Ability to set up and pack down rooms, including moving furniture. (E)
- Awareness of safe working practices (E)
- Knowledge of Millbrook (D)
- Awareness of COSHH (D)
- Awareness of Health and Safety (D)
- Awareness of Fire Safety (D)

## EXPERIENCE

- Performing cleaning tasks using a variety of materials and methods (E)
- Undertaking routine building maintenance/repairs (E)

## PERSONAL ATTRIBUTES

- Use of own transport (D)
- Reliable and Trustworthy (E)
- Self-motivated and able to act on own initiative (E)
- Flexible approach to work with the ability to work occasional (E)

evenings and weekends if required

## PRINCIPAL TERMS OF EMPLOYMENT

The detailed terms of employment will be confirmed in a written contract which will be issued on your first day of employment.

<b>JOB TITLE</b> Caretaker	<b>RATE OF PAY</b> Between SPC5 (£10.04 per hour) and SP17 (£12.73 per hour) depending on experience.
<b>LOCATION OF WORK</b> Public area in the parish of Millbrook	
<b>HOURS OF WORK</b> This is a part time role initially for 15 hours per week but with the potential to increase to 20 hours per week.	<b>Pension</b> The Council operates a NEST pension scheme.  <b>Earning £6,240 (£520 per month) or less a year and you are aged 16 or over but under 75</b>
<b>HOLIDAY</b>  You will be entitled to 21 days annual leave, in addition to normal and public bank holidays (pro-rata).	Your employer will not automatically enrol you in their workplace pension. But you have the right to ask them to enrol you in a pension if you want. Your employer does not have to contribute but can choose to do so.
<b>SICKNESS / ABSENCE FROM WORK</b>  You will be provided and expected to comply with the Council's sickness / absence policy.	<b>Earning more than £6,240 up to £10,000 a year and you are aged 16 or over but under 75</b>  Your employer will not automatically enrol you in their workplace pension. But you have the right to join the pension if you want. You and your employer will both pay into it
<b>TRAINING</b>  You will be provided with a copy of the Council's training policy.	<b>Earning more than £10,000 a year, and you are aged 22 or over but under State Pension age</b>  You'll be automatically enrolled in a workplace pension by your employer. You and your employer will both pay into it. You'll also get a contribution from the government in the form of tax relief.



# SELECTION PROCESS AND INTERVIEWS

The closing date for applications is 9am on Monday 7<sup>th</sup> February 2022.

A shortlisting panel will then review each application and score it based on how well you meet the essential and desirable attributes on the person specification. We will only use the information contained in the application form and will not consider supplementary information in CVs/covering letters.

We aim to shortlist around 6-8 candidates for interview and will aim to hold the interviews mid-February 2022.

Interviews will be held with the shortlisting panel where we will ask a series of questions designed to help us get to know you and build upon your application to assess your suitability for the role.

We will hold interviews in person at the Millbrook Village Hall.