

Lesley Bramwell
Town Clerk

NEW MILLS TOWN COUNCIL
In the High Peak of Derbyshire

Town Hall, New Mills, High Peak, SK22 4AT

Tel: 01663 743434

email: clerk@newmillstowncouncil.gov.uk



**A VACANCY HAS ARISEN FOR AN EXPERIENCED CARETAKER/CLEANER POST
AT THE TOWN COUNCIL**

New Mills Town Council are looking for an experienced Caretaker-Cleaner to carry out varied duties including some reception duties at New Mills Town Hall.

The role will be to maintain security and the upkeep and general maintenance of the premises, to take room bookings and prepare rooms for events and other related duties.

The candidate must possess good communication and IT skills, must be able to demonstrate a responsible and flexible approach to the role, and the ability to complete tasks under their own supervision.

The successful candidate will be based at the Town Hall, New Mills.

The hours will be varied and as required.

Rate of pay will be within the NALC / SLCC scales and pro-rata to the number of hours worked, under Local Government Conditions of Service.

Salary SCP 17 £9.96 pence per hour

Please send your CV and covering letter, including email address and telephone numbers, which will be treated confidentially, for the attention of The Clerk, New Mills Town Council, Town Hall, Spring Bank, New Mills, High Peak, SK22 4AT

Tel: 01663 743434.

Email: clerk@newmillstowncouncil.gov.uk

Closing date for applications is Friday 21st June 2019 at 12 noon.