Isycoed Community Council

Job Vacancy: Village Hall Caretaker

**Isycoed Community Council is looking for a Caretaker for the Village Hall at Isycoed, Wrexham.**

We are looking to appoint a friendly, energetic, and reliable individual with a range of practical skills for the role of Caretaker to join our team and contribute to the smooth running of the village hall.

The successful applicant will have a range of duties across the site and should be self-motivated, dependable and trustworthy and able to work under their own initiative to prioritise tasks.

Responsibilities include looking after the security of the building, minor maintenance and repairs, ensuring the cleanliness of the premises, and preparing the hall for bookings.

Reporting to the Community Council Clerk, the caretaker will need to be available to attend the hall at irregular hours and be responsible for the opening and closing of the Hall during bookings, and for the overall running of the facilities.

The post is permanent and subject to a period of successful probation. The hours worked will be flexible and consistent with the day to day use of the hall and should not exceed 7 hours per week.  We are looking for the successful candidate to start as soon as possible.

Remuneration for the role is £9.50 per hour (NLW)

If you are interested in finding out more or think you would make the ideal candidate, please contact the Clerk to Isycoed Community Council via email: clerk@isycoedcommunitycouncil.gov.uk , or call 07470602612 for an informal chat.

**Closing date for applications is Friday 2nd September 2022**