

# COLESHILL TOWN COUNCIL



## VACANCY

### **TOWN HALL CARETAKER – Local Government – SCP Salary Range 9 - 13 Minimum of 37 hours per week**

Due to retirement, a vacancy has arisen at Coleshill Town Council. The Caretaker role at the Town Hall, High Street, Coleshill is full-time, with hours that are daytime, including the weekend but also some evenings.

The role requires the Caretaker, as a keyholder, to supervise opening and closing of the building, cleaning, some minor repairs and assisting the Town Hall staff with the marketing of the two rooms for hire.

A mobile phone will be provided and regular access to it are a vital part of taking and seeking bookings.

For an application pack, please visit the Town Hall, email [colin@coleshilltowncouncil.gov.uk](mailto:colin@coleshilltowncouncil.gov.uk) or call 01675 463326. Closing date for applications is 10 am on Monday 13 June. The interview dates are likely to be 22 or 23 June.