

ARTHURET PARISH COUNCIL

APPOINTMENT OF CARETAKER

Part-time (10 hours per week)

Arthuret Parish Council is seeking a dedicated individual to join our team. The role of Caretaker is a key role within our growing and changing council, requiring a highly motivated, proactive, flexible, enthusiastic individual with a good degree of fitness to take on the role of caretaker at Arthuret Parish Council.

As the Caretaker, you will help look after the council's facilities. This will involve keeping our spaces in good order, preparing facilities for hire ensuring they are clean and tidy. You will also carry out inspections, identifying and log maintenance issues and liaising with contractors. You will be asked to carry out basic maintenance work within your capabilities.

This role offers the opportunity to work 10 hours per week as part of a small, friendly team based in Longtown.

Please apply with a covering letter to:
The Clerk, Council Offices, 9 Esk Street, Longtown, CA6 5PU
or email
clerk@arthuretparishcouncil.gov.uk

Closing date for applications: 18th September 2026

Arthuret Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.

ARTHURET PARISH COUNCIL

JOB DESCRIPTION

Job Title	Caretaker
Location	Flexible working
Responsible to	Clerk / Responsible Financial Officer
Responsible for	No Staff report to the post
Salary	£ TBC
Hours per week	10

Job Purpose

1. To provide litter picking services and Parish Council litter bin emptying
2. To provide general maintenance duties as and when required
3. To ensure that the life saving equipment on The Scaur, Dolly's Brae and Esk bridge is in order
4. To provide domestic cleaning duties to Arthuret Parish Council Office and the changing rooms

Duties and Responsibilities

1. To monitor, maintain and manage waste levels of the Arthuret Parish litter bins at The Scaur and Dolly's Brae. Bins are to be emptied on a weekly basis
2. To provide litter picking services to the entire areas of The Scaur and Dolly's Brae including the play area on a weekly basis
3. To ensure that the changing room facilities are checked and cleaned following sporting events or as considered necessary
4. To clean the Parish Council Offices on a weekly basis
5. To carry out weekly fire alarm testing and recording, monthly emergency light testing at Changing Rooms and Office, weekly water flush of all taps and showers at the Changing Rooms and recording, monthly water temperature checks for the prevention of Legionella and recording results, quarterly Legionella dip slide (water testing) and the recording of to be sent to the Clerk
6. To check the lifesaving equipment on The Scaur, Dolly's Brae and Esk bridge and replace as required. Report any defects to the Clerk or Responsible Financial Officer
7. To provide general maintenance support to Arthuret Parish Council including identifying works required and reporting any defects

General Duties and Responsibilities

To undertake such other duties commensurate with the level of the post and job purpose as required from time to time

Special Terms of Employment

You may be required to work outside of normal hours

9th September 2026