

# **PART-TIME CARETAKER AND GROUNDS PERSON**

## **Crowthorne Parish Council**

**Job Reference: Part Time Caretaker and Grounds Person 2025**

**Closing date for applications: mid-day on 20 August 2025**

**Proposed interview date: 26 August 2025**

**Role start date: As soon as possible in September 2025**



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## Applying for this vacancy

### **Important note:**

For clarity **this position is offered by Crowthorne Parish Council**. Several of the sources of further information which are given below are made available by Bracknell Forest Council, but any **employment which may be offered will be with Crowthorne Parish Council**.

Bracknell Forest Council are assisting Crowthorne Parish Council with the early stages of the recruitment process in the form of the advertisement of the post. All the shortlisting of candidates and the interviews will be completed by Crowthorne Parish Council.

Please read the information in this document carefully before you complete your application form. The closing date for applications is mid-day on 20 August 2025.

### **You will need to make clear:**

- **Why you are interested in the position**
- **What relevant skills and experience you have (refer to Job Description and Candidate Profile)**
- **The earliest date you could potentially commence employment with the Parish Council**

Please complete the online application form via the link in the advert and email it to [clerk@crowthorne-pc.gov.uk](mailto:clerk@crowthorne-pc.gov.uk)

## Any problems?

If you have any problems with your application or want to find out more about this opportunity, please email [clerk@crowthorne-pc.gov.uk](mailto:clerk@crowthorne-pc.gov.uk) or phone us on 07788 372444 leaving a telephone number in the message if you would prefer to be contacted by telephone.

Our preferred method of application is via email to [clerk@crowthorne-pc.gov.uk](mailto:clerk@crowthorne-pc.gov.uk)



## **CROWTHORNE PARISH COUNCIL**

Dear Applicant

Thank you very much for the interest you have shown in the post of Part Time Caretaker and Grounds Person.

We are seeking to appoint a Part Time Caretaker and Grounds Person to work within our caretaking and grounds team. Key duties involve meeting, greeting, locking and unlocking for hirers of our facilities, cleaning facilities, grounds checks, stock replenishment, maintenance tasks, routine checks of facilities, litter picking in our grounds and litter hotspots in Crowthorne, assisting at our community events and undertaking associated workplace training and meetings.

The successful candidate will need to be highly organised and have a proven ability to undertake tasks and responsibilities as outlined above.

Although some elements of the role are regular days and hours such as daily cleaning and locking of the public toilets at the Morgan Recreation Ground each afternoon/evening Monday-Saturday, and a full day on a Saturday each week, other elements of the role are ad hoc and depend on our facilities bookings from week to week. The 19 hours per week role is worked over 6 days a week with Sundays off. The role can entail several visits to site on evenings if we have hirers to lock and unlock a building for.

This role is likely to suit someone who lives in Crowthorne and who can get to the Morgan Centre, Parish Hall, Cricle Hill/Walter Recreation Ground easily.

Our friendly team of staff at Crowthorne Parish Council will welcome the successful applicant for the role.

We can offer the successful candidate a rewarding and a varied role at the heart of a fantastic community with opportunities to train and develop in the role. Our staff are offered the opportunity to join the Local Government Pension Scheme.

Good luck with your application, we look forward to hearing from you.

Kind regards

Cllr Peter Wood  
**Chair of the Staffing Committee**

# Job Description and Person Specification

<b>Job Title:</b>	Part Time Caretaker and Grounds Person
<b>Probation period:</b>	A six-month probationary period is applicable to this post.
<b>Line Manager:</b>	Clerk to the Council
<b>Location:</b>	Morgan Centre and Parish Hall, Crowthorne, Berkshire
<b>Hours of work:</b>	19 hours per week to be worked on a split shift basis up to 6 days out of 7 each week.
<b>Employer:</b>	Crowthorne Parish Council
<b>Location:</b>	Various Parish Council sites including the Morgan Centre, Parish Hall, Recreation Grounds, and Public Toilets.
<b>Responsible to:</b>	Parish Clerk
<b>Hours:</b>	19 hours per week to include every Saturday circa 5-6 hours. Every day, Monday–Friday, 30 mins-1 hour per evening to clean and lock public toilets and changing rooms at the Morgan Recreation Ground. All other work is normally advised a week in advance and based on facility bookings. The role is paid for at 19 hours per week although in some weeks there may be less than 19 hours work, and in others, there may be a little more. Hours are worked on a split shift basis meaning that you may have to pop in and out of Council's facilities and grounds on more than one occasion on your workdays to lock, unlock, clean etc. This role is a 6 day a week role with Sundays normally being a non-workday, unless covering for a colleague's absence on annual leave.
<b>Salary:</b>	SCP 7-12, £13.69 - £14.81 per hour (£13,558.30 - £14,685.46 per annum for 19 hours work per week, dependent on experience).
<b>Contract type:</b>	Part-Time, Permanent subject to a six-month probation period.
<b>Start date:</b>	As soon as possible.
<b>Role purpose:</b>	To ensure the cleanliness, safety, and security of Parish Council facilities including public toilets, recreation grounds, and community buildings. The role includes caretaking, cleaning, grounds maintenance, and support for facility bookings and events.

## **Key Responsibilities**

### **Caretaking Duties**

- Open and close Parish Hall and Morgan Centre for hirers as required.
- Greet hall users in a polite and professional manner, providing access and basic housekeeping information.
- Set up and clear away furniture and equipment for bookings and meetings.
- Ensure all alarms, locks, and lighting systems are correctly operated.
- Monitor heating and hot water systems, adjusting settings for energy efficiency.
- Act as a key holder for emergency access.
- Support with the delivery of community events i.e. setting up gazebos, checking facilities, supervising road closures and car parks.

### **Cleaning Duties**

- Clean public toilets (Mens, Ladies, Disabled), including sanitary fittings, basins, mirrors, and floors.
- Clean community halls and kitchen areas, corridors, entrance areas, and other communal spaces.
- Empty and clean bins, replenish toilet rolls, soap, and other supplies.
- Maintain cleaning equipment and storage areas in good order.
- Conduct regular stock checks and notify the Parish Office of supply needs.

### **Grounds Maintenance**

- Litter pick across all CPC managed open spaces including recreation grounds, play areas, car parks and gardens.
- Inspect and maintain play equipment, noticeboards, gates, and barriers.
- Report vandalism, damage, or safety concerns to the Clerk.
- Support responsible dog ownership and engage positively with the public.
- Assist with general gardening and grounds tasks as directed.

### **Health & Safety and Compliance**

- Conduct Legionella water testing, fire alarm checks, and emergency lighting inspections (training can be given).
- Monitor sump and foul pumps, ensure flood barriers are installed when needed at the Parish Hall.
- Keep gutters and drains clear of debris.
- Follow COSHH guidelines and manual handling procedures.
- Complete inspection sheets and incident logs as required.
- Undertake CCTV reviews for footage to support Council or Police investigations into criminal damage/anti-social behaviour

### **Administrative Tasks**

- Maintain accurate timesheets and inspection records.
- Report absences in advance to the Clerk or Parish Office.
- Attend weekly staff meetings (normally at 10am on a Wednesday) and training sessions as required.

### Other Duties

- Cover for caretaking/grounds team colleague/s during holidays or sickness.
- Undertake training in areas such as pitch marking or equipment use.
- Carry out any other reasonable duties required by Council/line manager commensurate with the role.

### **Person Specification**

#### Essential:

- The role is inherently physical in nature (setting up and clearing away halls with chairs and tables for hirers, moving and using heavy equipment, using stairs and ladders etc.) and cannot be adjusted, so the successful candidate must be physically fit and strong.
- Be a clear and confident communicator with good spoken and written English to interact with facility hirers, colleagues and contractors.
- Experience in cleaning, caretaking and grounds maintenance to a high standard.
- Ability to work independently and manage time effectively.
- Good communication and interpersonal skills.
- Awareness of Health & Safety regulations.
- Flexibility to work weekends and cover additional hours when needed.
- Ability to work ad hoc split shifts 6 days a week (the successful candidate will either live in or close to Crowthorne or be able to travel in/out within 15 minutes and require their own vehicle to do so)

#### Desirable:

- Knowledge of basic building systems (heating, lighting, alarms).
- Experience working in a community or public service environment.
- Basic IT skills for record keeping.

**Note: This Job Description and is routinely under review.** *No job description can cover every issue which may arise within the job, and it should be noted that the above list of main duties and responsibilities is not an exhaustive statement of the final duties of the post. The postholder is expected to carry out other duties from time to time which are broadly consistent with those in this document. This Job Description is intended to give an overall view of the position and should be taken as guidance only.*

## Accommodation/workplace

Our caretaking and grounds staff work across two main sites (Morgan Centre and Parish Hall) and also undertake litter picking work throughout the village and at Circle Hill, and the Walter Recreation Ground one day a week.

Due to the nature of the role the successful candidate must either live in or very close to Crowthorne, or be a car/motorbike driver/rider and able to get to Council's facilities within 15 minutes.

There is a large public car park, located off Lower Broadmoor Road in Crowthorne which serves the Morgan Centre building, Morgan Recreation Ground and Parish Hall and is available free for staff.

## Learning and Development

It is important to us that you feel confident and able to do a good job. We encourage all employees to take up a variety of learning and development opportunities that are made available. We use a formal appraisal process to identify skills gaps and personal development opportunities.

## Terms and Conditions

All employees are required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period. This period may be extended if additional time is required to assess the candidate's suitability for the role.

## Salary

The post is advertised as commencing at National Joint Council new scale point 7, progressing to 12 pro-rated for 19 hours to £13,558.30 to £14,685.46 (FTE £26,403 to £28,598). The hourly rate is £13.69 - £14.82 depending on experience.

The post is eligible for a Performance Award following on from the results of the annual appraisal and is capped at Scale Point 12.

## Working Hours

19 hours per week to include every Saturday circa 5-8 hours. Everyday Monday–Friday, 30 mins-1 hour per evening to clean and lock public toilets and changing rooms at the Morgan Recreation Ground. All other work is normally advised a week in advance and based on facility bookings. The nature of the role occasionally requires call outs to respond to alarm calls and other emergencies. The role is paid for at 19 hours per week although in some weeks there may be less than 19 hours' work, and in others, there may be a little more. Hours are worked on a split shift basis meaning that you may have to pop in and out of Council's facilities and grounds on more than one occasion on your workdays to lock, unlock, clean, replenish consumables etc. This role is a 6 day a week role with Sundays normally being a non-workday, unless covering for a colleague's absence on annual leave.

Flexibility and the ability to work extra hours would be beneficial to cover for events and staff absence/holidays.

Attendance at meetings and events may occasionally be required evenings, weekends and bank holidays

## Holidays

You are entitled to pro-rata 5 weeks holiday (5 x 19 hours, as your contract is for 19 hours per week), plus public holidays, in any one leave year. In any incomplete year of employment, you will be granted pro-rata 2 days leave for every completed month of employment.

## Pension

Crowthorne Parish Council offers membership to the Local Government Pension Scheme (LGPS) to eligible employees. Further information is available from the Finance Officer.

## More about applying

### References

Please give the names and addresses of two people who will provide a reference. At least one should be from a recent employer, but references from school/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or school/college they represent.

### Working in the UK

You must be entitled to work in the UK before you can start work with us. If you are invited to attend interview you will be asked to bring evidence of your right to work in the UK with you and copies will be taken for our recruitment records. If you have any doubt of your ability to work in the UK visit: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

### Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration. Crowthorne Parish Council has also committed to the Civility and Respect pledge.

We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

### Medical Questionnaire

The Parish Council staff team is very small, meaning that all staff are required to work together to set up, attend and deliver community events such as Late Night Christmas



Shopping, the Summer of Fun, Coronation/D Day, Remembrance Sunday and Silver Sunday. This entails some heavy lifting, manual handling, standing at road closures, assembling and transporting gazebos, tables, chairs etc. and other critical event delivery. All staff must also be able to safely use stairs independently and attend to emergency matters impacting our buildings whilst on site, such as fire alarms and other urgent matters both indoors and outdoors. Consequently, staff do need to be able to undertake physically challenging work in outdoor and indoor environments. You may be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant may be asked to complete an Occupational Health questionnaire form which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

## Rehabilitation of Offenders Act 1974

You are required to give details on the application form of all convictions and cautions, except ‘spent’ convictions. Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with us.

You must declare any convictions which occurred in the following periods, starting from the date the sentence was passed:

Imprisonment of 30 months or over	Must always be notified
Imprisonment of 6 - 30 months	Notify if in last 10 years
Imprisonment of 6 months or less	Notify if in last 7 years
Sentence of Borstal, Youth Custody Centre or Young Offender Institution	Notify if in last 7 years
Fine or Community Service Order	Notify if in last 5 years
Absolute Discharge	Notify if in last 6 months
Probation Order or Conditional Discharge	Notify if in last year (or until order expires)

To find out more about the recruitment of Ex-Offenders visit <http://www.bracknell-forest.gov.uk/guidance-on-the-recruitment-of-ex-offenders.pdf>

## What happens next to your application?

Following the closing date, shortlisted candidates will be invited to interview. Interviews will take place on 26 August 2025.

Part time roles with the Parish Council generate a great deal of interest. If the Council has a high number of applications from suitably qualified and experienced candidates before the deadline, it may close the recruitment process ahead of deadline. Interested candidates are therefore encouraged to submit their applications as soon as possible to ensure they are considered before the process closes.

Thank you for your interest in this role.