



CHIGWELL COUNCIL PARISH

CONFIDENTIAL

Candidate Information Pack

**CHIGWELL PARISH COUNCIL IS AN EQUAL
OPPORTUNITIES EMPLOYER**

Online applications are preferred - please use the link in this pack to apply online

Should you experience any technical problems please contact

recruitment@chigwellparishcouncil.gov.uk

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1. Advertisement

DETAILS

Job Title:	Caretaker
Organisation:	Chigwell Parish Council
Location:	Chigwell, Essex, United Kingdom
Responsible to:	The Parish Clerk, admin and Open Spaces staff
SPC scale:	SCP 9 (£26,409 pa / £13.69 per hour as of 24/25) – Pro Rata
Hours:	16 hours per week including evenings and weekends

Interviews are planned for w/beginning 30 June 2025.

Summary

Chigwell Parish Council is seeking a Caretaker to join our team. The Caretaker is responsible for maintaining Victory Hall and associated premises, ensuring they are safe, clean, secure and welcoming environments for all users. This includes scheduled opening and closing of the halls, providing urgent on-call support to hirers, ensuring compliance with terms of use and monitoring post-event conditions. The Caretaker works closely with the Administration Assistant to ensure consistent coverage including evenings and weekends.

Main Purpose of the Job

Key responsibilities include general and deep cleaning of communal facilities, replenishing supplies, managing stock levels, portage of furniture and equipment and overseeing the safe use and storage of cleaning materials and tools. The role also encompasses low-level maintenance such as basic repairs, replacing consumables and setting up or dismantling furniture for events. Regular fire safety checks and adherence to health and safety policies are vital parts of the job.

The role requires a practical, proactive and community-oriented individual who is approachable and professional. A flexible attitude to working hours and experience in a public facing role are essential. Ideally suited for a local resident, this role plays a key part in ensuring that community spaces are safe, functional and inviting for public use while upholding the values of the Council

Working Arrangements

- **Location:** Primarily based at Victory Hall, Chigwell plus the Parish Office and the Cemetery office in Chigwell .

- **Hours:** Part-time, including some weekend and out-of-hours work.
- **Reporting To:** Admin Assistant, Open Spaces Senior Supervisor and Clerk
- **Collaborating With:** Council Clerk, Open Spaces Team and hall users

Requirements

Essential Skills and Experience

- Proven experience in building caretaking, facilities maintenance, or a similar role.
- Ability to carry out cleaning duties to a high standard, including deep cleaning and use of appropriate equipment.
- Sound knowledge of general maintenance tasks (e.g., minor repairs, furniture setup, changing light bulbs).
- Experience following cleaning schedules and health & safety protocols, including COSHH guidelines.
- Competence in using cleaning tools, equipment and PPE in line with safety standards.
- Ability to monitor and maintain stock levels of consumables and cleaning materials.
- Flexibility to work evenings, weekends and outside normal hours as needed.
- Good organisational skills, including the ability to manage hall booking access and support event setup/close down.
- Confidence in being a keyholder and performing building locking/unlocking duties.
- Experience checking and reporting faults or damage to equipment, furniture, or premises.
- Basic knowledge of fire safety systems and procedures, including alarm testing and maintenance.

Desirable Qualifications

- Formal training or certification in health and safety or manual handling.
- Experience managing PAT schedules.
- COSHH awareness training or equivalent.
- Basic handyman or trade skills certification (e.g., plumbing, electrics).
- First aid training.
- Fire warden training.

Personal Attributes

- Reliable, punctual and self-motivated with the ability to work independently.
- Positive, friendly and approachable manner when dealing with the public, hirers, and colleagues.
- Strong sense of responsibility and pride in maintaining safe, clean, and welcoming community spaces.
- Willingness to be flexible with working hours to meet the needs of the halls and events.
- Proactive in identifying issues and taking initiative to resolve or report them.
- Ability to stay calm and problem-solve under pressure, especially when providing urgent support to hall users.
- A team player who can collaborate effectively with administrative and maintenance staff.
- Local knowledge or residency within the area (preferred).

For an informal discussion about the post contact Chigwell Parish Council Hainault Road, Chigwell, IG7 6QZ, telephone 020 8501 4275 or email:

recruitment@chigwellparishcouncil.gov.uk

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[Online Application Form](#)

Alternative, please use the QR to link to the application form



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Job Title: Caretaker

Organisation: Chigwell Parish Council

Location: Chigwell, Essex, United Kingdom

Responsible to: The Parish Clerk, Admin and Open Spaces staff

SPC scale: SCP 9 (£26,409 pa / £13.69 per hour as of 24/25) – Pro Rata

Hours: 16 hours per week including evenings and weekends

Job Description:

Venue Management & Security

- Ensure Victory Hall is safe, welcoming and well-maintained for all users.
- Unlock and lock halls as per schedule; maintain overall site security.
- Ensure compliance with Terms and Conditions of Hire before events begin.
- Act as single point of contact for hirers and agencies during events, including out-of-hours support.
- Conduct post-event condition checks with hirers.
- Coordinate with the Administration Assistant to cover all opening/closing requirements, including evenings/weekends.

Cleaning Duties

- Perform routine and deep cleaning of Victory Hall, Community Hub, Main Office and Cemetery Office.
- Clean all areas including toilets, kitchens, floors, surfaces, carpets, windows, bins, and mirrors.
- Replenish consumables: toilet rolls, hand towels, soap, etc.
- Maintain a stock of cleaning supplies and request restocking as needed.
- Prioritise emergency cleaning and follow agreed cleaning schedules.
- Clean, maintain and store cleaning tools, equipment and PPE safely.

Maintenance Tasks

- Perform low-level maintenance: unblock sinks/toilets, fix handles/locks, replace toilet seats and lightbulbs, install noticeboards/shelves, small areas of repair and/or decoration, etc.
- Check and report defects or damage to equipment, tools or fixtures.
- Prepare and set up rooms for meetings and events; dismantle and store furniture afterward.
- Conduct scheduled and emergency fire alarm testing, troubleshooting and maintenance.
- Check fire extinguishers for service dates and signs of tampering.
- Monitor PAT testing of all electrical equipment and report any non-compliance
- Ensure furniture is clean, functional and safe; remove and report defective items.

Health, Safety & Security Compliance

- Adhere to health and safety regulations, risk assessments and safe systems of work.
- Store and handle chemicals safely per COSHH guidelines and manufacturer instructions.
- Report accidents, near misses and safety breaches.
- Use appropriate signage and barriers to cordon off unsafe areas when needed.

General Responsibilities

- Follow all relevant Council policies (e.g., H&S, Climate Change, Biodiversity).
- Maintain a polite, approachable and helpful demeanour with the public.
- Attend relevant training and meetings
- Perform any other duties as directed by the Parish Clerk or line manager appropriate to the post's grade.

STATEMENT

This job description will be agreed between the post holder and the Parish Council to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.



3. Person Specification – Caretaker

Experience working with the public or in a customer-facing role	Required
Previous experience in a caretaking, cleaning, facilities or site management role	Preferred
Experience in event or venue preparation (e.g., setting up rooms, co-ordinating with hirers)	Preferred
Experience with basic DIY, repairs or maintenance tasks	Required
Experience using and maintaining cleaning equipment and products	Required
Experience working in line with health and safety policies and procedures including COSHH and safe manual handling	Required
Good understanding of site security and building safety procedures	Required
Ability to follow cleaning schedules and prioritise urgent tasks	Required
Able to conduct basic maintenance and identify/report defects	Required
Familiarity with fire safety procedures, including alarm testing and evacuation checks	Preferred
Basic IT or record-keeping skills (for incident logs, emails, maintenance records, etc.)	Required
Knowledge of PAT testing requirements	Preferred
Reliable, punctual and able to work flexible hours including evenings and weekends	Required
Friendly, professional and approachable manner	Required
Proactive, with the ability to work independently and use initiative	Required
Team-oriented and able to work cooperatively with staff and hall users	Required
Capable of carrying out manual handling duties whether with or without reasonable accommodation	Required
Commitment to high standards of cleanliness and safety	Required
Willingness to undertake training and development as required	Required
Basic education (e.g., literacy and numeracy skills)	Required
Health & Safety, manual handling, COSHH or first aid training	Preferred
Lives within 15-25 minutes travelling time/5 miles of Chigwell	Required

Chigwell Parish is an equal opportunities employer. The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation



4. Chigwell Parish Council - Roles and Responsibilities of the Council

Chigwell Parish Council is a local government body that represents the interests of residents within the Chigwell parish boundaries. The council's responsibilities include managing local amenities, providing community services, and representing the views of the local community to higher tiers of government.

The councillors of the Chigwell Parish Council are elected by residents in the parish and serve as representatives of their communities. They work together to make decisions on matters such as planning applications, local events, and the maintenance of public spaces. Councillors also act as a point of contact for local residents to raise concerns, share their views, and receive information about council activities.

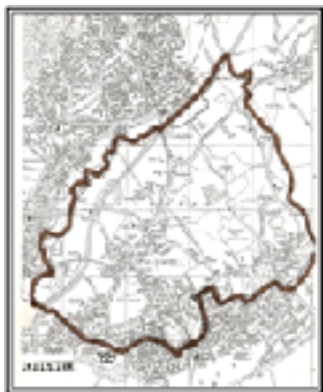
In addition, councillors are responsible for ensuring that the council operates in accordance with the law and good governance principles, and that it is financially responsible and accountable to its constituents. They play a crucial role in shaping the future of the local community by representing the interests and views of residents and making decisions that benefit the community as a whole.

The Parish Council is composed of eleven members. All members are elected for a four-year term. The Chair and Vice Chair plus Committee Chairs are appointed at the Parish's Annual meeting each May.

The Parish Council has three members of staff based at the Offices in Hainault Road, Chigwell and three staff members are located at Chigwell Cemetery in Manor Road, Chigwell.

The Full Council, the Finance, Governance, Personnel and the Community Service and Assets and Services Committees convene regularly.

The times and dates for all meetings can be seen on the website along with agendas and minutes. All meetings, including the Annual Parish Assembly, are held at the Parish Council offices located at Hainault Road, Chigwell. The Annual Parish Assembly is scheduled in May 2026





5. Job Application Form - CONFIDENTIAL

Online applications are preferred - please use the following link to apply online

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Chigwell Parish Council are an equal opportunities employer and we request you complete an Equal Opportunities Monitoring Form. This form will be separated from your application and used solely for statistical monitoring. Completion is voluntary.

[Equal Opportunities Monitoring Form](#)