

JOB VACANCY

General Maintenance Assistant

Perranzabuloe Parish Council, Perranporth, Cornwall

Salary Scale Point 13 (£12.97per hr) (pay award pending)

Part time - 16 hours per week (4 x 4hrs to be agreed with PPC and could include Saturdays and Sundays in the future on a rota basis to open/lock/check toilet facilities). PPC does offer flexible working conditions and working patterns will be agreed prior to appointment.

Permanent

Local Government Pension

Closing date: 5/11/2023

Shortlisting: 6/11/2023

Interviews: 15/11/2023

Start Date: ASAP

Perranzabuloe Parish Council (PPC) requires a General Maintenance Assistant to assist the Maintenance and Grounds Manager to deliver first class services for the local community and visitors. This is a new role. PPC seeks candidates with excellent DIY skills, amongst others, to help conduct routine repairs, weed removal/spraying, maintenance and inspections of grounds and play areas, and assist the Clerk in ensuring compliance with our Risk Assessment and General Risk Policy.

PPC has over 100 Public Rights of Way (PROW) across the parish and whilst it has a Local Management Partnership Agreement in place, some hedges and trees require ad-hoc maintenance. The newly formed maintenance team (two other people - a Maintenance and Grounds Manager, and a Parish Ranger who is responsible for litter/refuse) will also ensure that the bus shelters, benches, noticeboards, and shelters are free from litter/graffiti and in good condition and ensure equipment is well maintained. It also manages several public green spaces (including the Inner Green and Ty Square Garden and two play areas at Goonhavern and Bolenna). Part of the remit is to ensure all public spaces are well maintained and issues reported promptly. It is building a skatepark in April/May 2024 and will be added to the maintenance/inspection schedule. PPC is responsible for public toilets facilities at Goonhavern and plans are underway for 2 more toilet facilities (Bolenna and Droskyn). It is also responsible for the maintenance of 3 car parks (Droskyn, Bolenna and Goonhavern). Perranporth Beach (up to Penhale Sands) is owned by PPC, and liaison with Beach Rangers and RNLI will be required, as will clearing of sand, debris and weeds from paths and memorial bench checks, removal of dead memorial flowers.

The successful candidate will work within the newly formed maintenance team, at various sites including the above areas/facilities, library and the Council office building, and other spaces in the Parish. The successful candidate will be supervised by the Maintenance and Grounds Manager and helped to settle into the role and establish a sensible work pattern. The successful candidate must be able to work effectively as a team member and be able to take instruction. The post holder will be key to portraying a strong and positive public image of PPC.

Annual leave entitlements are 23 days (pro rata) plus two extra statutory days, and the post-holder must be available to cover sickness leave for colleagues from time to time.

PPC is part of the Local Government Pension Scheme (Cornwall Pension Fund – employer contribution currently 19.6%) and all its employees are entitled to join if they request to do so. The position is permanent.

To apply, please complete an application form. CVs can also be submitted alongside application forms, but CVs alone will not be considered.

For further details please contact clerk@perranzabuloe-pc.gov.uk or 01872 572727.

Download – [Application Form A](#), [Application Form B](#), [Job Description](#), [Person Specification](#)