



# Boxley

## PARISH COUNCIL

### **Parish Caretaker**

**£21,500 pa + benefits**

**35 hours per week (Tuesday – Saturday)**

We are looking for a **Parish Caretaker** to supervise Beechen Hall and maintain other assets throughout the parish. This is a newly created, interesting and varied position and requires some flexibility as it is not your ordinary 9-5 job. You will primarily be based at Beechen Hall, Walderslade, but will be required to travel around the parish.

Beechen Hall is a bright, modern and popular community hall. It is regularly used Monday-Sunday by a wide range of children's and adult clubs and is also available to hire for birthday parties.

Boxley Parish Council is responsible for a burial ground; allotments; two children's play areas; an open space and newly acquired 40 hectares of woodland.

Your time will be split between maintaining Beechen Hall, making sure it is opened and closed each day and covering hires, carrying out maintenance when required at all of the assets within the parish. You will be responsible for a small team including an Assistant Caretaker and cleaners at Beechen Hall.

The successful applicant will ideally live in the area or at least have local knowledge. Good communication skills are required as you will be dealing with members of the public. You must be physically fit with good DIY skills and the ability to carry out your duties competently. IT skills are desirable, although training will be provided and some experience of managing a small team would be advantageous. A full driving license is essential.

Boxley Parish Council is the largest Parish Council in the borough of Maidstone and represents over 10,000 residents. It covers a wide area ranging from Walderslade and Lordswood in the north; Sandling, Boarley and parts of Forstal in the west; Boxley Village; Grove Green and Weaving in the south.

If you feel that you have the knowledge, experience and attributes that we are looking for, we would like to hear from you.

To discuss this position, please contact Melanie Fooks on 01634 861237.  
Email: [assistant-clerk@boxleyparishcouncil.org.uk](mailto:assistant-clerk@boxleyparishcouncil.org.uk)

*An application form can be obtained by calling the office on the above number or emailing the Assistant Clerk or downloaded from the website [www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk)*

**Closing date for applications: 7 November 2021**

**Interview date w/c: 8 November 2021**