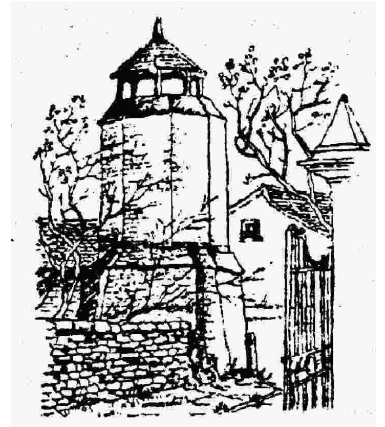


WARMSWORTH PARISH COUNCIL

Clerk : Mr. Andrew Bosmans BA(Hons)
Warmsworth Community Hub
Stapleton Road
Warmsworth
Doncaster
DN4 9LL

01302 858053

Email: clerk.warmsworthpc@gmail.com



VACANCY FOR ASSISTANT TO CENTRE MANAGER

A vacancy has arisen based at the Warmsworth Community Hub for the above position.

The role includes (but not exclusively):

General Ground maintenance around the Hub and on other Warmsworth PC assets

Litter picking and outside bin emptying

Inspection of Notice boards and ensuring they are up to date

Non-specialist and routine maintenance at the Hub

Assist the Centre Manager with opening and closing the hub

General Cleaning of the Hub and liaising with Hub users in the absence of the Centre Manager

There will also be a need from time to time to work agreed additional hours in the Summer to perform essential work for the Parish Council on the Allotments.

The rate is set at SPC2 at £12.26 per hour based on 10 hours but with an extra 4 considered from March to October to cover work on the allotments

Applicants are required to be physically fit, confident, friendly and able to communicate effectively with other staff, Parish Councillors, Hub customers and the public.

If you are still interested, please send a letter of application in support of your application, to the Clerk, stating how and why you think you are suitable, or email as above.

The Closing date is Friday 16th May, shortlisting is in week commencing Monday 19th May with interviews between 27th and 29th May 2025.