



Caretaker Vacancy

Hirwaun Village Hall

Hirwaun and Penderyn Community Council are seeking to appoint a person to undertake the role of Caretaker at Hirwaun Village Hall.

The appointed person will undertake light manual duties such as caretaking/cleaning, setting up for bookings, gardening and managing the bookings diary, or any such similar work the Council may require.

The position is a Part Time role covering the Monday to Friday opening of the hall in line with the hall timetable. The role is contracted to 15 ½ hours per week, with the option to have it increased to 18 hours if the applicant undertakes additional DIY duties. The role will include day and evening work in line with the Village Hall timetable/bookings. The rate of pay would be hourly, based on SCP2 of the NJC pay scales of £12.65 per hour.

Anyone interested in applying for this post, or requiring further information, should contact the Executive Officer of the Council in writing at The Village Hall, High St, Hirwaun, CF44 9SL or by email at office@hirwaunandpenderyncc.org.uk. Applicants should provide a written statement providing a name, address and contact telephone number, recent employment history, stating why they wish to apply for the role, and detailing any relevant experience or training. A reference is also required.

The post is open to any applicant over the age of 18. Option to join the RCT Local Government Pension Scheme. Interviews to take place at Hirwaun Village Hall.

Deadline for applications is Wednesday 5th November 2025.