

JOB APPLICATION PACK ASSISTANT AREA CARETAKER 2026

Position applied for:	
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Personal details

Forename:		Surname:	
Current address:			
		Post Code:	
E-mail address:			
Contact number:			

Education/training

Secondary education:	Dates attended:	Qualifications/grade:
Further/higher education:	Dates attended:	Qualifications (with date)/grade:
Other relevant training, professional qualifications or work-related skills		
Are you undertaking any course of study at present? (if so, please give details)		
Do you have membership of any professional bodies? (if so, please give details, including any offices held)		
It is the Company's policy to verify the qualifications of all successful job applicants, and you may be asked at a later stage in the recruitment process for your consent to checks being carried out.		

DISABILITY DISCRIMINATION ACT 1995. This Act protects people from unlawful discrimination. If we know you have a disability we will be able to make reasonable adjustments to your working environment.

Do you have a disability you would like us to know about? If yes please inform us.	Yes	No
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ASSYLUM AND IMMIGRATION ACT 1996: Under this Act we can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to provided relevant paperwork.

Are you able to live and work in the UK and are able to produce documentation?	Yes	No
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Supporting Statement: Please give any details you feel are relevant in support of your application, including what you can bring to Wolverton and Greenleys Town Council. Draw on your experience, skills and abilities to demonstrate the relevance to the job you are applying for.

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Achievements: Please give any further information including details of your main achievements to date that may be relevant to this application

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Employment history

Present post:	Job title:			
Employer:	Date started:			
Salary and benefits:				
Major duties and responsibilities:				
Previous posts (please start with the most recent):				
Job title:	Employer:	Dates (from-to):	Salary:	Reason for leaving

Other details		
What is the notice required in your present post?		
Is your present post your sole regular employment?	Yes	No
Do you have a full driving licence?	Yes	No
Do you have any current endorsements?	Yes	No
Do you have use of a car?	Yes	No
Do you know anyone currently who is a Councillor or staff member of the council	Yes	No

References

Please give the details of a minimum of two past employer referees, which must cover a minimum period of three years. Please include further references if your last two employers cover less than a three-year period.

References for shortlisted candidates will be taken up before interview unless you request otherwise.

1. Name:	2. Name:
Address:	Address:
Telephone number:	Telephone number:
E-mail address:	E-mail address:

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Job title:	Job title:
Time worked for them:	Time worked for them:
3. Name:	4. Name:
Address:	Address:
Telephone number:	Telephone number:
E-mail address:	E-mail address:
Job title:	Job title:
Time worked for them:	Time worked for them:

Data protection:

Information from this application will be processed in line with the Council's Privacy Policy under the Data Protection Act 2018 and the General Data Protection Regulations 2018. Individuals have on written request [on payment of a fee] the right of access to personal data held about them.

I hereby give my consent to the Company processing the data supplied in this application form for the purpose of recruitment and selection in line with the council's Privacy Policy.

Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct.

Applicant's signature

Note: Any false, incomplete or misleading statements may lead to dismissal.

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Job Requirements and Evaluation for the Assistant Area Caretaker

Working hours: 37 hours per week as required

Salary scale: NJC 07-11 £26,403 - £28,142

Reporting to: Area Caretaker with overall management the Deputy Clerk

Job purpose: To ensure the Wolverton & Greenleys Town Council buildings, events and landscape are safe and secure for the public.

The Role

The role of Assistant Area Caretaker is key in keeping our community assets clean, well maintained and professionally managed. The Caretaker will have a range of duties including minor repair and handyperson type tasks, waste removal, servicing the practical needs of community events and some supervision of junior staff e.g. apprentice if applicable. A van and other equipment are provided which the caretaker will be required to drive and care for in line with Council requirements.

Duties

1. To undertake weekend, early morning and evening work as required.
2. To work with the area caretaker on risk assessments when appropriate.
3. To plant and maintain the Town Hall gardens, and land belonging to or managed by the Town Council.
4. To assist with Town Council events throughout the parish as and when required including festive and fireworks displays, some of which are out of normal working hours.
5. To carry out weed control, plot preparation and general maintenance at any allotments administered by the Town Council.
6. To undertake practical jobs such as:
 - footpath clearance, strimming, hedge cutting etc as directed.
 - keep all asset grounds, including pathways, walkways and car parks free from litter, weeds, leaves snow and ice.
 - complete routine maintenance tasks across all Town Council assets using practical DIY skills
 - maintain and update council noticeboards
 - inspect and maintain where required litter bins, dog bins, and undertake maintenance of other street furniture as required or that fall under the town council's assets
7. To help prevent crime, vandalism, and anti-social behaviour by being a visible presence and acting as the 'eyes and ears' of the Town Council. This can be supported by liaising closely and regularly with other agencies and organisations. (For example: Milton Keynes Council officers, Environmental Enforcement Officer, Police, Health & Community Workers, local schools, Residents Associations, Family Centre and local Businesses.)
8. To take all reasonable care for the Health and Safety of self and others, carrying out all tasks and duties following the Health and Safety Policy of the Town Council.
9. To drive the parish vehicle and be responsible for its day-to-day maintenance checks and cleanliness and adhere to the van usage policy.

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10. To take full responsibility for Town Council equipment and PPE as appropriate
11. Assist with community projects for the benefit of the area.
12. To undertake any other reasonable duties equal to the post and grade as and when needed.

Essential	Desirable
Communication Skills: Excellent verbal, good written	First Aid at work certification
Self-motivated able to work alone and as part of a team	Hold a chainsaw certificate or equivalent chainsaw training.
Good IT skills and the ability to work across different systems, including email.	Understanding of H&S legislation, lifting and moving objects, ladder, (not an exhaustive list)
Flexible and adaptable "can do"	Understanding Manual Handling
Good Customer Service Skills	Understanding of landscape management
Time management and orderly record keeping	Key holder experience
Clean driving license	
Physically able to move furniture and set up rooms and equipment	

**The Council reserves the right to amend Job Descriptions; however, this is usually done in consultation with employees.