



Huntingdon Town Council

Town Hall, Market Hill, Huntingdon, PE29 3PJ
Tel: 01480 410385

email: town.council@huntingdowntown.gov.uk
website: www.huntingdowntown.gov.uk

Town Clerk: Philip Peacock

October 2021

Dear Candidate

RE: Part Time Cleaner/Caretaker

We have an immediate vacancy for the role of Cleaner/Caretaker at the Town Council. It is an interesting role as it gives some degree of flexibility to the individual, as hours vary week by week, but you are guaranteed a minimum number of hours. The requirement is to open the Town Hall in the mornings to prepare for the day ahead which includes the set-up of several rooms for events/functions. It includes cleaning of the building as well as undertaking maintenance and repairs. There is a requirement for the individual to return later in the evening to either be present during an evening event and clear away, or close the building, hence the degree of flexibility. This role can be completed by one or two people and so it is worth having a conversation with us before you apply.

Please read the job description and person specification. If you are interested and would like a conversation in advance of making an application, please phone Charlotte Starkie on 01480 410387. If you are interested in applying, please complete the application form to tell us how you match the requirements of the role.

Please return your form to either charlotte.starkie@huntingdowntown.gov.uk or by post to the address at the top of this letter (marked Private and Confidential for the attention of Charlotte Starkie).

Yours sincerely

Charlotte Starkie
Deputy Town Clerk
Tel: 01480 410387



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Wertheim am Main, Germany
Szentendre, Hungary
Gubbio, Italy



A Charter Town since 1205

