



SAXMUNDHAM TOWN COUNCIL

JOB VACANCY

Applications are invited for the post of Maintenance Officer

The Town Council is seeking a Maintenance Officer with responsibilities for ensuring the maintenance and safety of the Town Council's portfolio of assets including the Market Hall, the Gannon Rooms, the Town House, the Youth Booth, the Memorial Field and the play parks at Seaman Avenue and Chantry Road.

The postholder will also be an integral member of the staffing team assisting with monthly markets and events.

This is a permanent position for 15 hours per week based at the Town House, Station Approach, Saxmundham, IP17 1BW. A flexible approach is required as some weekend work may be required.

Salary Scale LC2 SCP 17 which is currently £14.95 per hour. The Town Council also offers an opportunity to join the Nest pension scheme.

For a job description, person specification and application form, please visit the Town Council's website at www.saxmundham.org or contact the Town Clerk on 07920 864343 or townclerk@saxmundham-tc.org.uk

Deadlines for applications: Friday 7th June 2024 at 6:00 pm
Interviews will take place between 12th June and 19th June 2024 inclusive