

Job description – Parish Warden

Job Title:	Parish Warden
Pay Scale:	(LC1 substantive) SCP 7-12 £14.14 To £15.31 per hour
Hours:	Variable hours of approximately 8 to 12 hours per month, depending on the season.
Contract:	Fixed term of 12 months initially, with the intention of reviewing the role towards the end of this period to assess its effectiveness and whether it should continue.
Location:	Ilmington
Responsible to	Parish Clerk
Annual leave	Calculated in accordance with statutory requirements.

Purpose

To help maintain the parish's recreation ground and pavilion to a safe, clean and presentable standard, and to support the day-to-day maintenance of parish assets.

The Warden will work independently on a range of practical tasks, respond to issues as they arise, and liaise with the clerk, councillors, and contractors where necessary.

Main duties and responsibilities

1. Undertake routine building **fire safety checks and inspections**, maintaining appropriate records and reporting any issues or concerns.
2. Carry out routine **Legionella monitoring** in accordance with the Council's procedures, maintaining accurate records, and reporting any issues or concerns.
3. Clear **guttering and carry out other routine or minor building maintenance tasks** where appropriate and within the scope of the role.
4. Undertake general grounds maintenance and outdoor tasks, including **watering newly planted trees**, weeding and generally keeping areas tidy.
5. Carry out weekly **playground inspections**, record findings and report defects or safety concerns promptly.
6. Undertake occasional **litter picking** in parish-owned areas.
7. Meet and liaise with **contractors**, provide access to parish buildings or sites and assist with the co-ordination of works as required.
8. Carry out **period inspections of Council-owned assets** across the parish, including benches, bins, and other parish property, identifying maintenance requirements and reporting any defects or concerns to the Clerk.
9. Respond appropriately to queries or concerns raised by residents and members of the public, referring matters to the Clerk where necessary.
10. Undertake other reasonable duties appropriate to the role.

Note: The Parish Warden is not responsible for the overall management of health and safety, fire safety or water hygiene arrangements, but is responsible for carrying out the routine checks assigned to the role and promptly reporting any issues identified.

Parish Warden – Person Specification

	Essential	Desirable
Qualifications and experience		
Previous experience in a caretaking, facilities, maintenance or site management role		✓
Practical experience carrying out minor repairs, general maintenance, and grounds maintenance/gardening tasks		✓
Experience of working with parish councils, councillors, or other local community organisations		✓
Training		
Willingness to undertake relevant training	✓	
Knowledge and skills		
Competent in literacy and numeracy, with the ability to complete accurate records and paperwork.	✓	
Basic IT skills, including the ability to use email and enter information into electronic records.	✓	
Awareness of health and safety regulations		✓
Friendly, approachable, and courteous when dealing with members of the public and councillors	✓	
Good geographic knowledge of Ilmington		✓
Personal attributes		
Physically able to carry out the duties of the role including moving furniture and outdoor work throughout the year	✓	
Reliable and trustworthy with the ability to organise and prioritise tasks with minimal supervision	✓	
Flexible and adaptable, with a willingness to adjust working arrangements occasionally to meet the needs of the job.		✓
Willingness to work alone and with others as the need arises	✓	