



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[clerk@leighonseatowncouncil.gov.uk](mailto:clerk@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



Chair of the Council – Cllr Bernard Arscott

Town Clerk – Clare Milligan

## STAFF VACANCY

Leigh-on-Sea Town Council have an opportunity for a confident individual to join our team.

We are the only 'parished' Council within Southend Borough and considered a larger Town Council.

The Council have been managing Leigh Community Centre since 2012 which has led to it becoming a vibrant hub for the community. Additionally the Council provide a range of services and facilities for its residents including a yearly events programme and managing a range of assets, projects and issues.

### **Part-time Community Centre Caretaker**

Duties will include:

- Opening and closing the hall
- Minor maintenance of the Parish Hall
- Undertaking weekly statutory health and safety checks
  - Cleaning the Centre

Skills required:

- good communication and ability to use own initiative
  - excellent time keeping
- ability to respond positively to hirers and members of the public
  - Ability to undertake minor maintenance

**Day, Evening and weekend work on a rota basis**

**Salary SCP 5 - £12.21 per hour - 24hrs per week**

For further details and an application pack, please contact

Clare Milligan, The Clerk at  
Leigh-on-Sea Town Council  
Leigh Community Centre  
71-73 Elm Road  
Leigh-on-Sea  
Essex SS9 1SP

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Or a pack can be collected at the Council Office at the address above.

**Closing date – Friday 11<sup>th</sup> October 2024**