



Marks Tey Parish Council  
Staff Vacancy for

**Part Time Key Holder / Cleaner – Parish Hall**  
**Up to £18,562 full time pro rata**  
**15 hrs per week, 5 days**  
**3 month temporary contract**

Marks Tey Parish Council has an opportunity for a part time Keyholder / Cleaner for the Parish Hall. The Keyholder will be a part of a small team, usually working alone, opening and closing the Halls for hirers and taking responsibility for security. Flexibility in working patterns is essential, and Keyholder / Cleaner skills an advantage. You will be liaising with the public, have good interpersonal skills, be responsible, proactive and dependable, and want to work with a small team for the benefit of the community.

Closing date for applications: 25<sup>th</sup> September 2020

Interviews: during week beginning: 5<sup>th</sup> October 2020

Enquiries, Job Description, and Person Specification available from:

Gemma Humphries

Clerk and RFO

Marks Tey Parish Hall, old London Road, Marks Tey, CO6 1EJ

Email [parish.clerk@marksteyparish.org.uk](mailto:parish.clerk@marksteyparish.org.uk)

Telephone 01206 213250

or on Parish Council website: [www.essexinfo.net/marksteyparish/staff-vacancies/](http://www.essexinfo.net/marksteyparish/staff-vacancies/)