

Dear Applicant

January 2019

**Post of Maintenance Officer (part-time post)**

Thank you for your recent enquiry about this post. We are looking for someone who enjoys working mainly outdoors to carry out general duties around Hurstpierpoint and Sayers Common. The work will include some painting, cleaning, hedge-cutting, looking after our noticeboards, litter-picking and regular inspections of our parks and play areas.

The best person for this job will have experience of working on his/her own and will understand the importance of keeping our public spaces looking neat and tidy. The work includes lifting and carrying heavy items without assistance, and some of the work will be strenuous. He/she will also be able to work as part of a team based in the Council Office in Hurstpierpoint, and some paperwork is inevitable.

This is a permanent part-time job for between 16 and 18 hours a week over 4 days, and we have the flexibility to set the hours to suit the best candidate.

We expect to be making an appointment February , to start sometime in March 2019, or sooner if possible.

We enclose the following:

- Application Form
- Job Description
- Person Specification

If you believe that you fulfil the Description and Specification, or even if you do not but you think that you have the qualities and skills that we need, then please complete the Application Form and send it to:

Stephen Hoyles, CLERK TO THE COUNCIL  
Parish Office  
Hurstpierpoint & Sayers Common Parish Council  
Trinity Road, Hurstpierpoint  
WEST SUSSEX BN6 9UY

**To reach us no later than Monday 28 January 2019**

**We can accept applications by email or post.**

We look forward to hearing from you but, if in the meantime you have any queries, then please call or email me at the office.

Yours sincerely

Stephen Hoyles  
CLERK TO THE COUNCIL