

Town Warden (Job-Share)

Location: Town Centre and surrounding public areas

Contract type: 12-month fixed-term contract

Hours:

Job-Share Role – Alternate Weeks (Afternoons & Sundays)

Part-Time Job-Share Position

This is an alternate-week job-share role. Each post holder works one full week on, one week off.

Working hours (on your working week):

- **Monday to Saturday: 2pm – 5pm**
- **Sunday: 8am – 11am and 4pm – 5pm**

Additional information:

- **Summer hours apply, with all working times moving forward by one hour (e.g. 2pm–5pm becomes 3pm–6pm).**
- **The rota will include weekends and public holidays**

EMPLOYER

Swaffham Town Council
Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ

EMPLOYMENT DETAILS

Contract commences in March 2026 or sooner. There will be an initial three-month probationary period with a monthly review carried out by the Town Clerk as your Line Manager. During such period of service, you would be expected to establish your suitability for the post.

PLACE OF EMPLOYMENT

Town Centre and surrounding areas

JOB PURPOSE

To work as part of a job-share team to keep public spaces and facilities clean, safe, and welcoming. This includes the opening and closing of public toilets, operating a Glutton street cleaning machine, maintaining public toilets to a high standard, and providing cleaning and waste management support at Town Council events.

KEY RESPONSIBILITIES

Street Cleaning

- Operate a Glutton street cleaning vacuum machine to collect litter, leaves, and debris from pavements, pedestrian areas, and public spaces.
- Sweep and tidy areas not accessible by the machine.
- Clean the exterior of public litter bins and surrounding areas.
- Use a jet washer to clean heavily soiled or high-use areas as required.
- Identify and report graffiti, fly-tipping, hazards, or damage to public property.

Grounds & Planter Maintenance

- Weed and maintain town planters and landscaped areas.
- Water planters and planted areas as necessary to maintain healthy growth.

Public Toilet Caretaking

- Open and close public toilet facilities in line with agreed schedules.
- Clean and disinfect toilets, sinks, floors, and touchpoints to required hygiene standards.
- Restock consumables including toilet paper, soap, and hand towels.
- Check for and report maintenance issues such as plumbing faults, lighting failures, or vandalism.
- Ensure facilities are safe, accessible, and presentable at all times.

Event Support

- Assist with the setup, cleaning, and tidying of public areas before, during, and after Town Council events.
- Provide on-site cleaning and waste management support during events.
- Work collaboratively with other staff and volunteers to ensure events run smoothly.

Seasonal & Weather-Related Duties

- Grit pavements and pedestrian areas during icy or adverse weather conditions when required to ensure public safety.

General Duties

- To liaise closely with line manager and all Town Council staff as necessary
- Advise Works Manager on the purchase of maintenance equipment and supplies
- Maintain a record of public toilet consumables and equipment used so regular servicing of tools and equipment can be scheduled
- To attend monthly staff meetings
- Comply with Health and Safety Regulations and Council policies and procedures
- To undertake any other duties as assigned

Job-Share Arrangements

- Duties will be split between two post holders according to an agreed rota.
- Each partner will be responsible for completing allocated tasks during their shift.
- Flexibility to cover each other's shifts during leave or sickness is desirable.

JOB SPECIFICATION

1. Qualifications & Training

Essential:

- No formal academic qualifications required.
- Full UK driving licence with no more than minor endorsements
- Willingness to undertake training in:
- Use and basic maintenance of a Glutton street cleaning machine.
- Safe use of cleaning chemicals and equipment.
- Health & Safety procedures, including manual handling.

Desirable:

- NVQ/SVQ in Cleaning and Support Services or equivalent.
- First Aid training.

2. Experience

Essential:

- Working outdoors in varying weather conditions.

Desirable:

- Experience of cleaning or grounds maintenance work (paid or voluntary).
- Experience operating powered cleaning equipment.
- Experience supporting public events or working in a customer-facing role.

3. Skills & Abilities

Essential:

- Ability to carry out physically demanding work (lifting, bending, walking long distances).
- Good attention to detail and high hygiene standards.
- Ability to work independently and as part of a small team.
- Basic communication skills for reporting issues and interacting with the public.
- Flexibility to adapt to changing priorities, including event support.

Desirable:

- Basic mechanical aptitude for equipment checks and minor maintenance.
- Ability to follow schedules and complete tasks within set timeframes.

4. Personal Qualities

- Reliable and punctual.
- Positive and approachable attitude.
- Willingness to work flexibly, including covering job-share partner's shifts when needed.
- Commitment to maintaining a clean, safe, and welcoming environment for the community.

5. Special Requirements

- This post is offered on a fixed-term basis for 12 months. Continuation beyond this period will be subject to review and operational requirements.
- The fixed-term contract is in accordance with the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002.
- Outdoor work in all weather conditions.

- Early mornings, weekends, evenings, and public holidays will be required.
- Must wear protective clothing and PPE provided.
- Willingness to assist with Town Council events, including setup, cleaning, and waste management.