



Cwmbrân
Cyngor Cymuned | Community Council

Cwmbran Community Council is looking to recruit a caretaker to ensure that Cwmbran Community Council's premises is well maintained. Under the direction of the Clerk, the role will ensure that the Council is a safe and welcoming space for visitors.

Details of the work of the Council can be viewed at www.cwmbran.gov.uk. We are also active on Facebook.

Job Role

The post comprises 3 components:

Operational

- Ensure an on-site presence throughout the week, opening & closing the building and following all security procedures
- Ensure all mandatory and essential tests are completed and maintain inspection logs
- Ensure emergency procedures are carried out in the event of a fire, flood, break-in, accident, or major damage and be a nominated keyholder and point of contact for security and fire alerts
- Ensuring all equipment within Cwmbran Community Council is monitored and in good condition (inc. fire extinguishers).
- Maintaining the upkeep, general maintenance and improvement of the exterior and interior of the Council.
- Ensuring all Health and Safety guidelines are up to date and adhered to and relevant paperwork completed.

Customer Service

- Ensure all organisations and visitors to Cwmbran Community Council have a positive experience
- Deal with any issues or complaints in an appropriate manner
- Ensuring all rooms are set up and prepared to individual requirements

Teamwork

- Effectively communicate and build working relationships with Cwmbran Community Council premises users, Members (Councillors) staff and any volunteers

Additional Information:

Reports to: The Clerk to the Council

To apply please download the forms below:

[Outline JD Caretaker.doc](#)

[CCC Application Form.doc](#)

[Equal Opportunity Monitoring Form.doc](#)

[GDPR Privacy Notice for Job Applicants.doc](#)

Please return your completed application form and equal opportunities form to Gareth.davies@cwmbran.gov.uk

Or to Cwmbran Community Council, Ventnor Road, Cwmbran NP443JY

Applications deadline: 21/01/26 (midnight)