



# *Kesgrave Town Council*

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Website: [www.kesgravetowncouncil.org.uk](http://www.kesgravetowncouncil.org.uk)

## **Estate Operative for Kesgrave Town Council**

Kesgrave Town Council are seeking a part-time Estate Operative (average 21 hours per week, working a 4-day rolling schedule - 4 day shifts, 4 evening shifts, 4 days off).

The Council is looking for someone who;

- Is friendly, approachable and conscientious
- Are self-motivated and efficient
- Has a full clean driving licence

This role is based within the Town of Kesgrave, and duties will include;

- Opening and closing of Town Council facilities – Millennium Jubilee Hall (MJH), Play Areas, Millennium Sport Ground (MSG) Car Park
- Basic maintenance, repairs and cleaning of Town Council premises
- Litter picking and play equipment checks
- Setting up, clearing away at Town Council facilities and events

Remuneration will be between £19554 and £19945 (pro-rata) based on experience (NJC pay scales as at 1 April 2019).

Please contact the Clerk at Kesgrave Town Council for an application form and job description.  
Email: [townclerk@kesgravetowncouncil.org.uk](mailto:townclerk@kesgravetowncouncil.org.uk) or Phone: 01473 625179.

Closing date for completed application forms – Friday 15 November, 12noon.