Henley-on-Thames
Town Council

October 2026

Re: Caretaker vacancy – Henley Town Council

Thank you for your interest in the Caretaker position at Henley-on-Thames Town Council.

Attached are further details about the post, including a job description and person specification.

If you would like to apply, please submit your CV and a covering letter. The covering letter should state why you are interested in the post and should address how you feel you meet **each aspect** of the person specification criteria.

There is no closing date for applications. We are looking to fill the post as soon as possible and applicants will be considered when their application is received.

For more information, please contact the Estate Manager, Charlotte Cilliers, on 07376598786 or email estatemanager@henleytowncouncil.gov.uk.

We look forward to receiving your application.

Yours sincerely,

Sheridan Jacklin-Edward CertHE FdA BA MA PSLCC
Town Clerk

Henley-on-Thames Town Council

Caretaker

Position: Caretaker	**Salary:** £27,274 to £29,542 pa plus generous pension
Reports to: Estate Manager	**Hours:** Zero hours to inc. evenings and weekends
Contract type: Permanent	

About the Council

The Town Council represents the thriving and picturesque Henley-on-Thames, bordered by both the Chilterns and the River Thames. Henley is renowned for its beautiful market town facilities, its sporting achievements, and an ever-growing programme of cultural and recreational events.

The Town Council is the first tier of local government, with 16 councillors and a staff of c.30. We are one of the busiest town councils in the country, providing a wide range of quality services including parks, recreation grounds, open spaces, sports and arts facilities, allotments, cemetery, moorings, car parks, a visitor information service, and community buildings. We also have an extensive property portfolio and significant financial investments.

We are a very ambitious town council, dedicated not only to fulfilling our statutory functions, but leading on a wide range of projects and services to benefit the community. Amongst our current projects, the Council is reviewing its Neighbourhood Plan; developing a transport strategy, including a new bus service and measures to improve parking and traffic in the town centre; working on a project to create a new sports pavilion, pitches, parks depot, and more affordable housing for the town; tackling the climate emergency; and supporting businesses and tourism as they recover from the COVID-19 crisis.

Purpose of the role

To provide efficient and effective caretaking and cleaning support for the Town Council's facilities, including the Town Hall, Kings Arms Barn and Old Fire Station Gallery including ensuring that the security and general appearance of the buildings are maintained. To be on site and available to hirers during period of hire for matters relating to the building.

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Duties and responsibilities

The postholder will work with the Town Sergeant, Estate Manager and other members of the Town Council team to maintain our town centre buildings to a high standard and facilitate events and room hires. Duties and responsibilities include:

1. Locking and unlocking buildings and maintaining building security
2. Preparing rooms for meetings and functions
3. Point of contact for hirers during period of hire
4. Showing around prospective hirers
5. Acting as a concierge at civil wedding ceremonies
6. Attend and assist at Council managed events
7. Carrying out health and safety inspections as directed by the Town Sergeant
8. Undertaking routine cleaning of rooms, facilities and offices
9. Cover weekend and evening work and flexibility to cover holidays
10. Carrying out such duties as the Council may require from time to time

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Person Specification

Essential

1. Experience of carrying out routine building maintenance and repairs
2. Presentable with good interpersonal and communication skills
3. Ability to work both independently and flexibly as part of a team
4. Reliable and trustworthy
5. Good administrative and organisation skills
6. Ability to prioritise work and meet deadlines
7. Willingness to attend appropriate training courses as necessary
8. A good working knowledge of health & safety requirements
9. Diligence and attention to detail
10. The ability to work flexible hours

Desirable

11. Knowledge or experience of working with local authorities
12. Good local knowledge
13. Experience of working on events
14. Good working IT knowledge and experience using AV equipment – training available

Further details

The Town Council is an equal opportunities employer and committed to good staff welfare and also offers a very generous pension scheme.

The position is based at the Town Hall in the centre of Henley, close to all local amenities and with free parking.