



**Bishop's Castle Town Council  
are looking to employ a new role of Town Warden**

**SCP RANGE: LC1 Substantive Range  
SCP 7 £25584 to SCP 12 £27711 (Pro Rata)**

**The payment is proposed as NJC RATES.**

**Hours: 20 hours per week**

**Contract: Permanent Location:**

**Bishop's Castle**

**Closing date for application forms: Friday 6th June 2025 at 12 noon**

**Interview Date: Week commencing Monday 16th June 2025 (TBC)**

**Main Purpose of Role:**

To undertake day-to-day tasks and maintenance of Town Council premises, land, and any other physical assets, directly relating to the Town Council's goal of improving and maintaining standards of environmental and community safety, cleanliness and well-being within the Town.

The town warden will ensure the safety, cleanliness and overall positive atmosphere of the town centre and the town council's parks and play areas, and cleaning of the Towns Auction Yard toilets. You will be a visible presence within the community, interacting with the Town Clerk and Assistant Clerk, Councillors, residents, visitors and businesses. Your key responsibilities will cover:

The overall purpose of a town warden is to enhance the quality of life in the town centre, improve the visitor experience and foster a sense of security and community cohesion.

Please note that the successful candidate will be required to undergo a DBS process.

This role requires the post holder to hold a valid full Car driving license (Category B)

## **Benefits of working for us:**

- Work for a Town Council that strives to improve the quality of town life
- A work environment in a town location with a wonderful atmosphere.
- Learning and development opportunities
- Local Government Pension scheme
- 23 days holiday per year rising to 26 days after 5 years service + bank holidays
- Sick pay (in accordance with National Joint Councils agreed terms)
- Access to a works van, to be arranged once successful candidate in post

## **How to apply;**

To apply for this role, please view our website and download and complete the Application Form or pick an application pack up from The Town Hall.

Completed Application Forms should be posted to, FAO Town Clerk, Bishop's Castle Town Council, The Town Hall, High Street, Bishop's Castle, Shropshire, SY9 5BG

OR emailed to

[townclerk@bishopscastletowncouncil.gov.uk](mailto:townclerk@bishopscastletowncouncil.gov.uk) quoting the job reference (BCTC/TW/05/25)

BY 12 noon on Friday 6<sup>th</sup> June 2025