



Redenhall with Harleston Town Council

Maintenance Team Leader Job Advert

Are you a skilled maintenance professional with a proactive mindset, a problem-solving approach, and a passion for keeping community spaces at their best? Redenhall with Harleston Town Council is seeking a dynamic Team Leader to oversee the maintenance and management of our facilities and green spaces.

In this key role, you'll ensure high standards across the Recreation Ground, Memorial Leisure Centre, Public Conveniences, the Cemetery and other public assets—supporting the delivery of essential services to benefit both residents and visitors. You'll take the lead on maintenance schedules, respond swiftly to repairs, and promote the Council's commitment to safety, presentation, and continuous improvement.

There will be project work, implementation of ideas and the continued development of a high-quality effective and cost-efficient service.

Additionally, you will contribute to the promotion of the Town Council's activities and foster pride in the town's appearance and accessibility.

If you're organised, hands-on, and proactive, we'd love to hear from you.

Details:

Job Advert: Maintenance Team Leader

Location: Harleston Town Council offices with travel to Council owned sites across the town

Salary: £24,404 up to £25,584 per annum depending on experience and qualifications

Hours: Monday – Friday 37 hours per week with weekend work to be agreed

Contract Type: Permanent

Closing Date: Sunday 21st September 2025 5pm. Interviews may take place prior to this date for the right candidate.

How to apply: Please send a covering letter of how you meet the person specification and your current CV to enquiries@harleston-tc.gov.uk.

About the Role

We are seeking an experienced and motivated Maintenance Team Leader to join our dedicated operations team. This pivotal role will oversee the day-to-day maintenance activities across our sites, ensuring high standards of safety, compliance, and efficiency.

You will lead a small team, coordinate maintenance schedules and be the go-to person for resolving technical challenges. We're looking for someone who takes pride in their work, inspires others, and thrives in a hands-on environment.

Key Responsibilities

- Supervise and support the maintenance team, allocating tasks and managing priorities
- Carry out routine inspections
- Conduct proactive and reactive maintenance across council premises
- Ensure compliance with health and safety regulations and reporting standards
- Liaise with contractors and suppliers as needed
- Maintain accurate records of repairs, schedules, and asset conditions

About You

- Proven experience in building and grounds maintenance, with strong technical knowledge
- Excellent teamwork and organisational skills
- Ability to work independently and manage competing priorities
- Working knowledge of health and safety regulations and reporting requirements
- Strong communication and problem-solving skills
- Nationally recognised trade qualification (e.g. NVQ Level 3 City and Guilds) – desirable

What We Offer

- A supportive, team-driven working environment
- Opportunities for professional development and training
- Competitive salary and benefits package
- Commitment to inclusivity, accessibility, and community wellbeing

We are committed to creating a diverse and inclusive workplace where everyone is treated fairly and with respect. We welcome applications from individuals of all backgrounds, regardless of age, disability, gender identity or expression, marital status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, or any other protected characteristic.

Our recruitment and employment practices reflect our dedication to equality and accessibility. We actively seek to eliminate barriers and encourage a culture of openness and collaboration. Reasonable adjustments are available throughout the recruitment process and employment as needed so please do ask when considering or making your application.

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