

A vacancy has arisen for the position of Groundsperson working within Stoke Gifford Parish Council. Information about the Parish Council, along with a job description is shown below:

STOKE GIFFORD PARISH COUNCIL

Parish Councils are the first tier of local government and the closest to the community they serve. As a tier of local government, they are elected bodies, with discretionary powers and rights laid down by Parliament to represent their communities and provide services for them. Stoke Gifford Parish Council maintain community buildings which include a youth club, several parks and open spaces, children's play areas, as well as hosting a range of sport across a few sites.

POST OF FULL TIME GROUNDSPERSON

JOB DESCRIPTION

LOCATED AT:	Parish Council Office, The Community Hall, Little Stoke Lane, Little Stoke, BS34 6HR
JOB TITLE:	Groundsperson
REPORTING TO:	Head Groundsperson
WORKING HOURS:	37 hours per week (Monday to Friday) with additional plain time for rostered weekend working currently between 3 staff during the sporting season (September to May).
SALARY:	£18,672 to £21,693 per annum plus additional plain time for rostered weekend working during the sporting season. The starting salary will be subject to skills and experience demonstrated during the interview process.
HOLIDAYS:	24 days per annum (rising to 29 after 5 years continuous local government service).
PENSION:	Local Government Pension Scheme administered by Bath and North East Somerset Council
PROBATION PERIOD:	3-months

1. JOB PURPOSE

Under the day to day management of the Head Groundsperson and ultimately responsible to the Parish Clerk, the post holder will undertake the necessary grounds maintenance and clearance works for all sites under the management of the Parish Council.

2. MAIN DUTIES

- a) The post holder will undertake grounds maintenance duties, to include low level cutting and clearance, within the Council's internal landscapes which will require the use of gangs, mowers, strimmer's, hedge cutters and tractors plus attachments, and any other equipment or machinery held by the Parish Council.
- b) The post holder will report any safety issues identified during their daily schedule on grounds under the responsibility of the Parish Council to the Head Groundsperson or the Parish Clerk to ensure safety is maintained across the various sites and comply with all health and safety regulations both personal and to other users of the Parish Council facilities when undertaking Council duties.
- c) Acting as the first point of contact for residents, dog walkers, people undertaking leisure and sport and anyone else utilising the Council's grounds, redirecting complaints, compliments and so on to the Parish Office.
- d) The post holder will provide support and assistance as and when required to the Head Groundsperson and Parish Clerk with all Sporting Fixtures/Events taking place. This will involve ensuring that the changing rooms and shower/toilet facilities are prepared prior to sporting fixtures, pitches are marked out and the Multi use games area is prepared for use.
- e) The post holder will undertake litter collections and empty dog bins at the parks and open spaces under the responsibility of the Parish Council as well as ensuring Parish Council bus shelters and street furniture are kept clean and tidy.
- f) The post holder will provide holiday, training and sickness cover for other grounds staff colleagues as and when required.

And any other duties commensurate with the grade and falling within the scope of the post, as requested by the Parish Clerk or Head Groundsperson.

3. SKILLS, KNOWLEDGE AND EXPERIENCE

Essential personal requirements

- The post holder will have experience in driving tractors and the use of gang mowers or a willingness to undertake relevant training or qualifications.
- Experience in grounds maintenance.
- Ability to interact in a friendly and professional manner with team colleagues, customers and members of the public.
- You will be able to organise and prioritise your daily tasks and have a willingness to work weekends on a rostered basis.
- You will demonstrate an ability to adapt to change and be flexible in your approach.
- The post holder will have a valid driving licence as it is a requirement to operate machinery and drive vehicles.

Desirable personal requirements

- Ideally experience of working within a similar role or environment.
- Have knowledge of how local government, local authorities or other large organisations operate.
- A willingness to maintain the high standards of grounds maintenance within the Parish Council parks and open spaces.

4. PHYSICAL EFFORT AND/OR STRAIN

- a) Capable of lifting acceptable weights e.g. Materials, plant, debris, etc.
- b) Ability to operate plant and power hand tools.
- c) Capable of undertaking general manual tasks as expected.

5. SUPERVISORY RESPONSIBILITY:

N/A

6. SUPERVISION RECEIVED:

The post holder receives direct supervision from the Head Groundsperson and is ultimately responsible to the Parish Clerk.

7. SPECIAL NOTES OR CONDITIONS

- a) The post holder may be required to work outside normal working hours including evenings and weekends.
- b) The post holder may be required to attend maintenance meetings and site management meetings as directed.
- c) The post holder will be required to wear personal protective equipment, which will be supplied.
- d) The post holder will be required to undergo regular training.

Anyone interested in this vacancy should forward their CV with a supporting letter outlining why they are applying for this position. Further information can be obtained by contacting the Parish Clerk. The closing date for this vacancy will be Friday, 22nd March 2019 with interviews scheduled to take place w/c Monday, 25th March 2019.

**Stoke Gifford Parish Council, The Community Hall, Little Stoke Lane, Little Stoke,
BS34 6HR. Tel: 01454 865202. Email clerk@stokegifford.org.uk**