



JOB DESCRIPTION

JOB TITLE	Grounds and Environmental Services Grounds Person
RESPONSIBLE TO	Grounds and Environmental Services Supervisor
RESPONSIBLE FOR	To engage in all aspects of Grounds Maintenance in the Town Council's Parks & Open Spaces in keeping with good horticultural practice, with a particular emphasis on quality of work.
GRADE	6 - 11
SALARY	£21,968 - £24,054
HOURS	37 hours per week
LOCATION	All Parks & Open Spaces assets across Leighton-Linslade.

Job Purpose

To help deliver quality outcomes and provide excellent service across the Town Council's parks, open spaces, cemeteries, recreation areas, including all play areas, sports facilities, and buildings.

Duties and Responsibilities

Maintenance of sports facilities by undertaking preparation of sports pitches.

Undertake **all Cemetery** duties.

As instructed, **meet hirers of open spaces and pavilions.**

Collection of weekly fixtures sheet from Reception. Identify football/cricket teams and check all are playing to plan.

Ensure all users **follow Town Council policies and procedures**, as advised by the Senior Groundsmen's.

Litter picking and graffiti removal.

Grass mowing and strimming.

Empty dog and litter bins.

Inspect play areas for apparent signs of damage, wear and tear and ensure sites are litter free and record on data sheet – bringing any anomalies to the attention of the Senior Groundsmen's

General maintenance duties, including cleaning of seats, signage, notice boards, painting, and decorating.

Assist with Town Council community functions, e.g., Christmas weekend, duties include the provision of items required for events and safety/security matters.

Understand the Town Council's policies and procedures, in particular Health and Safety at work by adopting safe working practices; reporting any accidents or unsafe or hazardous conditions to management; and doing everything reasonable to prevent personal injury to themselves, fellow workers, and members of the public and Data Protection.

To carry out any other duties of a similar level and responsibility required by the Head of Grounds and Environmental Services or Senior Grounds Person.

Always maintain confidentiality in respect of Council-related matters and prevent disclosure of confidential and sensitive information.

Adhere to all internal timescales.

PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualifications /Knowledge	<p>Good standard of Literacy and Numeracy skills.</p> <p>Excellent customer service ethos.</p> <p>Full, clean driving licence or promise to pass within six months of appointment.</p>	<p>Level 2 Diploma in Horticulture</p> <p>Strong teamwork ethos.</p> <p>Manual Handling certificate</p> <p>1st Aid Qualification</p> <p>COTS 1 and COTS 2</p>
Relevant Experience		<p>Amenity landscaping and maintenance of floral displays</p> <p>Working in the community or local government</p> <p>Caretaking of buildings</p> <p>General maintenance of equipment and buildings</p>
Other Attributes	<p>A positive and pleasant attitude towards members of the public at all times</p> <p>Ability to want to take pride in work that is undertaken and working for the Town Council</p> <p>A willingness to operate as a member of a team</p> <p>Ability to work with minimal supervision</p>	<p>Willingness to undertake further training as appropriate</p>

Background Information

Annual leave 24 days

Annual leave after 5 years completed service 28 days

Annual Leave after 10 years completed service 30 days

Bank Holidays, plus 3 extra statutory days (in addition to annual leave entitlement).

Working Hours – 37 per week. Will include some weekend work.

Overtime is not permitted unless expressly agreed in advance by the Town Clerk.

Period of Notice – One Month.

Leighton-Linslade Town Council is an equal opportunities employer.

This is a description of the job as it is at presently constituted. It is the practice of this Council to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. Management, in consultation with the employee, conducts this procedure. It is the Council's aim to reach agreement to reasonable changes, but if agreement is not possible the Council reserves the right to insist on changes to your job description after consultation with you.

Name of Postholder
Signature of Postholder

Signature of Line Manager

Signature of Town Clerk

Date