

CHURCH STRETTON TOWN COUNCIL

JOB DESCRIPTION

1. GENERAL INFORMATION

JOB TITLE	Groundskeeper
CONTRACT	Permanent Full-Time 37 hours per week (6 months each year)
SALARY	SCP 4-5 (£21,189 - £21,575) Pro-rata Annualised
REVISION NO.	Newly Defined Role April 2023
ACCOUNTABLE TO	Town Clerk
LOCATION	Sandford Avenue Recreation Park
OVERALL RESPONSIBILITIES	<ul style="list-style-type: none">• To work as part of a team to ensure the Council's outdoor assets are maintained to the highest standards• Responsible for the general presentation and upkeep of Sandford Avenue Park, ensuring that the Park is presented in the best way at all times• To be available for visitors to the Park for access to sports equipment and facilities• To work with and develop a team of volunteers
CONDITIONS OF SERVICE	As per the Employee Handbook and other policies adopted by the Town Council

2. Job Purpose:

Church Stretton Town Council is privileged to be at the heart of a thriving community in a wonderful rural setting, offering a range of services and supporting a wealth of community groups and assets. We are looking for someone to help us meet the needs and address the challenges of our community, whilst ensuring that we achieve best value for money and cost efficiency in the delivery of services for the benefit of local residents and visitors to the town.

Based predominantly at Sandford Avenue Recreation Park the role is permanent, worked over 6 months of the year (April-September) on an annualised contract, to cover the main spring/summer season. Although holidays will accrue, in line with the Council's annual leave policy, it will be an expectation of the role that these will be taken during the autumn/winter season rest period.

The focus of the role is for someone with a love of the outdoors to work as part of a team undertaking a range of horticultural and maintenance duties upkeeping the Council's facilities and green spaces to ensure the areas are kept to a high standard in accordance with the Council's expectations and commitment to the community for the benefit of residents and visitors.

Although the Council are looking for someone with experience in a similar role, full training will be provided.

3. Key Responsibilities

Main Tasks

Responsible for the general presentation and upkeep of Sandford Avenue Park, ensuring that the Park is presented in the best way at all times as Church Stretton's invitation to both passing traffic, tourists and the local community, including:

- Gardening / maintenance of borders and shrubberies (including watering; weeding; planting etc.), including leaf clearance and general tidying.
- Green keeping / cutting undertaking the mowing, edging, rolling and effective maintenance to the Bowling Green and Croquet Lawns; including liaising with the groups to ensure the greens are kept to the best standard possible;
- To keep the tennis courts kept free of debris and in a playable condition for all users.
- To keep the crazy golf kept free of debris and maintained to the highest standard to ensure the best playable condition for all users.
- To undertake maintenance and cleaning of all benches
- To undertake maintenance and clearing of all footpaths
- To undertake regular visual checks and maintenance of Play Equipment
- To ensure bins and the Park generally are kept free of litter

To be available for visitors to the Park for access to sports equipment and facilities; to take and record payments from visitors using the facilities as necessary and to report such takings to the Office Manager to assist with banking; and to work with the Council to develop ideas for the distribution of equipment on weekends and bank holiday periods.

To work with the Council for the delivery of event days within the Park space and consider the potential for other events to be held in the Park area.

To work with the Council to assist in the delivery of the Sandford Avenue Park Management Plan, including implementing ways of working to bring the Park up to the standard to achieve the National Green Flag Award status.

To work with, and develop, a team of volunteers as necessary.

To work with the team to ensure larger tasks are undertaken in an effective manner.

To provide cover for other team members in times of sickness and holiday absence.

Personnel

Work as part of a multi-disciplinary team, but also have the ability to work on own initiative.

Provide support to other officers within the Council as and when required, and in particular during times of holiday and sickness.

Work positively with other members of staff and councillors at the Council in a supportive manner.

Represent the Council in a calm, non-confrontational and courteous manner and to ensure that any complaints are followed up and resolved constructively.

To actively and positively contribute to the appraisal process and to follow up agreed actions.

Policies

Carry out all duties in accordance with Church Stretton Town Council's adopted policies.

Accountability

To work with Town Clerk regarding the progress of delegated actions from Council and Committee meetings, to ensure that projects and activities are meeting proposed deadlines where possible.

Personal Development

Undertake from time to time any such training or attendance at relevant events as may be necessary or advisable as directed by the Town Clerk.

Other Duties

Undertake additional duties as reasonably requested by the Town Clerk when required.

Person Specification	Essential	Desirable
Qualifications		
Good general education: 5 GCSEs or equivalent including Maths and English.	✓	
Suitable Horticultural Qualification		✓
PA1 and 6 Pesticide Certificate		✓
Suitable Green Keeping Qualification		✓
Brush Cutter and Strimmer Certification		✓
Knowledge & Skills		
Interpersonal relationship building and negotiation skills		✓
Good record keeping and numeracy skills	✓	
Working knowledge of Local Government		✓
Ability to prioritise and plan workload effectively	✓	
Excellent communication skills	✓	
Work Experience		
Experience of working as part of a team		✓
Experience of working in a grounds maintenance / gardening role	✓	
Behaviours and Characteristics		
A 'service driven' and 'can do' attitude	✓	
A team player, service orientated, innovative, supportive, self-motivated, flexible and able to demonstrate commitment.	✓	
Excellent customer service focus.	✓	