



Buckingham Town Council

JOB VACANCY

Grounds Maintenance Person

Full Time 37 Hours per week

SCP 7-12: £20,092 - £22,183 (£10.44 - £11.53 per hour)

Depending on experience and qualifications

We have an exciting opportunity for someone to join our Greenspaces team to assist the Town Council with the up-keep of its open spaces and properties.

Buckingham Town Council manages parks, play areas, the cemetery and other assets within the town. This is a varied role which includes with both grounds and property maintenance.

We are looking for an enthusiastic person with good practical skills for this largely outdoor role. A background in landscaping or horticulture is desirable and a full driving licence is essential.

The main tasks will include:

- Maintaining and repairing the Town Council's parks and green spaces, properties and assets.
- Carrying out grounds maintenance and horticultural tasks, including the use of machinery for hedge cutting and grass cutting.
- Carrying out maintenance and burial duties at the cemetery.
- Help in setting up, running and clearing Town Council events including assisting in the implementation of road closures.
- Dealing with queries from members of the public in a polite and helpful manner.

The role is a full time position with occasional additional weekend work being required to assist in the running of events. Due to the nature of the role, all grounds maintenance staff are subject to health surveillance to ensure they are physically able to complete their duties.

The Council offers membership of the generous Local Government Pension Scheme. Buckingham Town Council is an Equal Opportunities Employer.

For further information or an informal discussion about the post, please contact the Estates Manager Lee Phillips on 01280 816426.

Application packs are available from www.buckingham-tc.gov.uk or by calling 01280 816426 and should be submitted either by post to:

Buckingham Town Council
Buckingham Centre
Verney Close
Buckingham
MK18 1JP

or by email to: Greenspaces@buckingham-tc.gov.uk

Closing Date for Applications: Tuesday 4th January at 9am.

Job Description

Post Title: Ground Maintenance Person

Accountable to: Estates Manager

Job Purpose:

- To become a member of the Greenspaces Team in maintaining Town Council parks, green spaces, properties and assets.
- Help in carrying out burial duties and other work at the cemetery.
- Aid in carrying out maintenance work throughout the town.
- Support setting up, clearing and running Town Council events.

Key Duties will include:

1. Maintenance

- Carry out repair and maintenance duties in Buckingham Town Centre and Town Council property within the town.
- Carry out repairs and maintenance to Council play areas and street furniture, where appropriate.
- Carry out Inspections of Town Council owned land, facilities and property, reporting any defaults to the Estates Manager
- Undertake horticultural works as required, including, waste collection, watering of hanging baskets and planters in the summer months and monitoring winter planters; maintain flower and shrub beds
- Carry out grounds maintenance tasks, including the use of powered machinery for hedge cutting and grass cutting.
- Maintain Council storage areas in a clean and orderly manner.
- Safe use and maintenance of vehicles, tools and equipment .
- Aid Community Payback workers in carrying out work within the town.

2. Devolved Services

- Carry out grounds maintenance work for Transport for Buckinghamshire.
- Ensure that health and safety directions are followed by self and contractors when working on and adjacent to the highway.
- Clear illegal signs away from verges and lampposts as directed.
- Aid in gritting areas of the town in snowy and icy weather.

3. Cemetery

- Carry out general maintenance and grounds keeping works at the cemetery.
- Undertake grave digging and burial duties as required.
- Deal empathetically and sensitively with bereaved families and members of the public whilst carrying out works at the cemetery.
- Assist with an ongoing programme for the safety testing of memorials in the cemetery.

4. Events

- Assist in the implementation of road closures for town events.
- Place and remove signs, barriers, cones and other items as necessary for town centre events.
- Aid in the setting up, running and clearing of Town Council Events.

5. General

- To meet all Health and Safety requirements and use appropriate Personal Protective Equipment when required.
- Deal with the public in a polite and helpful manner.
- Possess an up-to-date valid UK driving licence at all times.
- Maintain relevant competencies and equipment certifications in accordance with training / equipment use requirements and attend training courses as required.
- A DBS check will be required for this role.
- Regular working hours are Mon-Thurs 8am-4:30pm Fri 8am-4pm. Additional hours may be required including occasional weekend working.
- Other duties as the Council may reasonably require from time to time.

Person Specification

Post Title: Grounds Maintenance Person

Accountable to: Estates Manager

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE		<ul style="list-style-type: none"> • Relevant experience in landscaping, grounds maintenance, building maintenance or a similar roles. 	Application form, Interview and References.
QUALIFICATIONS / TRAINING	<ul style="list-style-type: none"> • Full UK Driving Licence. 	<ul style="list-style-type: none"> • Health & Safety. • Event Management / Traffic Marshalling. • ROSPA Playground Inspections. • Grounds Maintenance. • 360° Excavator training. • Good level of education, including grade 4-9 (or equivalent) in Maths and English GCSE. 	Application form and Interview.
KNOWLEDGE	<ul style="list-style-type: none"> • Ability to use or be trained in the use of a wide range of grounds / building maintenance equipment. 		Application form and interview.
DISPOSITION / ATTITUDE	<ul style="list-style-type: none"> • Reliable and able to work autonomously. • Happy working in an outside environment. • Able to carry out physically demanding work • Able to work effectively as a part of a small team 	<ul style="list-style-type: none"> • Planning and organisational skills. 	Interview and references.
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> • Flexibility to work when required, evenings, weekends and bank holidays. • Requirement to carry out grave digging and burial duties at cemetery. • Successfully pass a DBS check. 	<ul style="list-style-type: none"> • Trailer classification on Driving Licence 	Application form, interview and DBS Check.



BUCKINGHAM TOWN COUNCIL APPLICATION FORM

Please ensure that you complete all of the application form. If a section is not relevant please enter N/A. Once completed, please check and sign the declaration on page 2. Incomplete forms will not be accepted.

Post applied for:	
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PERSONAL DETAILS			
Surname		First Name	
Address			
National Insurance No			
Telephone No		Mobile	
Email Address			
Do you have a current valid driving licence			Yes / No

1. The law on **preventing illegal working** is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (the 2006 Act) and sections 24 and 24B of the Immigration Act 1971. You will be required to provide appropriate documentation for us to check your right to work in the UK.

Are you legally entitled to live and work in the United Kingdom and are you able to produce appropriate documentation? Yes No

2. All forms of **canvassing** will automatically disqualify candidates from employment at the Council. e.g. you must not ask a Councillor or Officer of the Council to use their influence to help you gain this job.

Are you related to a Councillor or Officer of the Council? Yes No

If yes, please provide their name and relationship to you:

Name: _____

Relationship: _____

3. If the post you have applied for involves driving duties / the ability to travel to different locations, as indicated in the person specification, are you able to fulfil these duties? Yes No

4. If the post you have applied for requires a DBS check, as indicated in the person specification, do you consent to this being carried out? Yes No

5. Please let us know of any special arrangements you may require, if you are shortlisted for interview?

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BUCKINGHAM TOWN COUNCIL APPLICATION FORM

DECLARATION

Any person appointed to the Council having given false information will be liable to dismissal without notice.

I can confirm that, to the best of my knowledge, the information I have given in this application form is correct.

I accept that providing deliberately false information could result in my dismissal.

I understand that information from this form may be computerised for personnel / employee administration / monitoring purposes in accordance with the Data Protection Act 1988 and the General Data Protection Regulations.

This information may also be used for the prevention and detection of fraud and crime.

Signature:		Date:	
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Please note: your personal details will not be provided to the shortlisting panel.

For office use:

<i>Date Received:</i>	
<i>Application Ref No:</i>	
<i>Shortlisted:</i>	<i>Yes / No</i>
<i>If shortlisted, score:</i>	
<i>Interviewed:</i>	<i>Yes / No</i>
<i>If interviewed, score:</i>	
<i>Appointed:</i>	<i>Yes / No</i>

**BUCKINGHAM TOWN COUNCIL
APPLICATION FORM**

Application Ref No: _____

Please provide your employment history covering the last 15 years, with reasons for any gaps in employment.

CURRENT OR LAST EMPLOYER

Name of Employer					
From		To		Position Held	
Address of Employer					
Reason for Leaving					
Brief Summary of Duties:					
When would you be available for employment?					

PREVIOUS EMPLOYMENT

Name of Employer					
From		To		Position Held	
Address of Employer					
Reason for Leaving					
Brief Summary of Duties:					

Name of Employer					
From		To		Position Held	
Address of Employer					
Reason for Leaving					
Brief Summary of Duties:					

Name of Employer					
From		To		Position Held	
Address of Employer					
Reason for Leaving					
Brief Summary of Duties:					

Please continue on an additional sheet if necessary. If you have any additional previous employment that is particularly relevant to this post, please include this in your personal statement.

EDUCATION (since age 16)

Dates	School, College, University etc.	Examinations, Subjects and Results

JOB RELATED TRAINING/PROFESSIONAL QUALIFICATIONS

Please include membership of professional institutes, non vocational training and include the standard and level achieved

Date	Awarding Body/Institute	Qualifications/Membership Level

Please continue on another sheet if required. Please note that you may be required to produce evidence

SUPPORTING STATEMENT

Using the job description and person specification as a guide, please provide a supporting statement for your application that demonstrates your relevant skills, experience, qualifications and abilities. Where possible provide practical examples, and you should also include why you have applied for the role.

Supporting Statement Continued

Please continue on another sheet if necessary

REFERENCES

Please give details of two people who can provide information that will confirm your suitability for the post. Where possible, one person should be your current line manager or most recent employer.

1	Name		2	Name	
	Position			Position	
	Relationship			Relationship	
	Address			Address	
	Telephone No.			Telephone No.	
	Email address			Email address	
	Can we contact before interview?	Yes / No		Can we contact before interview?	Yes / No

Please ensure that you have checked your application and signed the declaration on page 2.

Please return your completed application either by post to:

Private and Confidential – Deputy Town Clerk
Buckingham Town Council
Buckingham Centre
Verney Close
Buckingham
MK18 1JP

or by email to: deputytownclerk@buckingham-tc.gov.uk



Equality and Diversity Monitoring Form

Buckingham Town Council wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

The information you provide will stay confidential, and be stored securely and limited to only some staff in the organisation's Human Resources process.

Gender Man Woman Non-binary Prefer not to say

If you prefer to use your own term, please specify here _____

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49 50-54
55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish

British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write here: _____

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say

Any other mixed background, please write here: _____

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in: _____

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write in: _____

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write here: _____



Equality and Diversity Monitoring Form

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work?

Please write in here: _____

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay woman/lesbian Gay man Bisexual

Prefer not to say If you prefer to use your own term, please specify here: _____

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish

Muslim Sikh Prefer not to say If other religion or belief, please write here: _____

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours

Annualised hours Job-share Flexible shifts Compressed hours

Homeworking Prefer not to say If other, please write here: _____

Do you have caring responsibilities? If yes, please tick all that apply

None Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over) Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say

Please return the completed form in an envelope marked 'Strictly confidential' addressed to:

Deputy Town Clerk, Buckingham Town Council, Buckingham Centre, Verney Close, Buckingham, Bucks MK18 1JP