



Buckingham Town Council

JOB VACANCY

Grounds Maintenance Person

Full Time 37 Hours per week

SCP 7-12: £24,294 - £26,421 (£12.63- £13.73 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 upkeep 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 ground's 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 and park maintenance. 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.

The application form should be completed in full, and shortlisting will be based on the information provided on the form. CVs will not be accepted. Application packs are available from www.buckingham-tc.gov.uk or by calling 01280 816426 and should be submitted either by post to:

Private and Confidential – Estates Manager

Buckingham Town Council
Buckingham Centre
Verney Close
Buckingham
MK18 1JP

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

Closing Date for Applications: Monday 19th August 2024 at 11am



BUCKINGHAM TOWN COUNCIL APPLICATION FORM

Post applied for	
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PERSONAL DETAILS

Surname		(Mr/Mrs/Miss/Ms)	
First Name(s)			
Address			
Postcode			

N.I.Number					
Tel.Home		Work		Mobile	
Fax		Email contact			
Do you have a current valid driving licence				Yes/No?	

CURRENT OR LAST EMPLOYER

Employer's name		Position held	
Employer's address			
Postcode			
Date started		Date finished	
Salary		Reason for leaving	
Please give a brief summary of duties:			
When would you be available for employment?			

ACTION FOR EQUALITY

Buckingham Town Council is an equal opportunities employer. The aims of the Equalities Policy are to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, gender, sexual orientation, marital status, age, religion or any disability nor disadvantaged by conditions or requirements which cannot be shown to be justifiable.

PREVIOUS EMPLOYMENT			
Please list, detailing the most recent first			
From		To	
Position Held			
Name of Employer			
Address of Employer			
Salary		Reason for Leaving	
Brief Summary of Duties:			

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

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

Previous Employment Continued...						
From	To	Position Held	Name of Employer	Address of Employer	Salary	Reason for Leaving

SUPPORTING STATEMENT

Drawing upon your experience, skill, abilities and qualifications you should demonstrate their relevance to the job that you have applied for. Use the job description and person specification as a guide and be sure to demonstrate your ability to do the job where you can. You should also explain why you are applying for the job.

Please enter your information here.

REFERENCES

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

Please note that for certain posts the council reserves the right to contact any previous employer and request a reference in addition to the two detailed below.

1	Name		2	Name	
	Position			Position	
	Relationship			Relationship	
	Known by another name			Known by another name	
	Address			Address	
	Postcode			Postcode	
	Telephone No.			Telephone No.	
	Email address			Email address	
	Can we contact before interview?	Yes/No?		Can we contact before interview?	Yes/No?

ASYLUM & IMMIGRATION ACT 1996

Under the Asylum & Immigration Act 1996, we can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation.

Are you legally entitled to live and work in the United Kingdom and are able to produce documentation?

Yes No

FURTHER INFORMATION AND DECLARATION

Canvassing

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

- Are you related to a Councillor or Officer of the Council?

If yes, please give Name

Relationship

Mobility

If the post you have applied for involves driving duties/ability to travel to different locations, are you able to fulfil these duties?

- (Note: The person specification will indicate what is required) Yes No

Special Arrangements

If you have a disability please let us know of any special arrangements you may need to make if you are shortlisted for interview?

Declaration

I certify that the information given on this form is factually correct to the best of my knowledge. I understand information from this form may be computerised for personnel/ employee administration/equal opportunities monitoring purposes in accordance with the Data Protection Act 1988. In addition, in accordance with this Act, this information may also be used for the prevention and detection of fraud and crime. **WARNING:** any person appointed to the Council having given false information will be liable to dismissal without notice.

Signed

Date



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:

**Estates Admin, Buckingham Town Council, Buckingham Centre, Verney Close, Buckingham, Bucks
MK18 1JP**