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| **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](http://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](mailto: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 | | | |

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

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| 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.

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| 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: | | | |
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| From |  | To |  |
| Position Held |  | | |
| Name of Employer |  | | |
| Address of Employer |  | | |
| Salary |  | Reason for Leaving |  |
| Brief Summary of Duties: | | | |
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| From |  | To |  |
| Position Held |  | | |
| Name of Employer |  | | |
| Address of Employer |  | | |
| Salary |  | Reason for Leaving |  |
| Brief Summary of Duties: | | | |
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| Previous Employment Continued… | | | | | | |
| From | To | Position Held | Name of Employer | Address of Employer | Salary | Reason for Leaving |
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| Education (since age 11) | | |
| Dates | School, College, University etc. | Examinations, Subjects and Results |
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(Please note you will be required to produce evidence)

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| JOB RELATED TRAINING/PROFESSIONAL QUALIFICATIONS  (include membership of professional institutes, non vocational training and state standard and level achieved)  Please list, detailing the most recent first | | |
| Date | Awarding Body/Institute | Qualifications/Membership Level |
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(Please note you will be required to produce evidence)

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.

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| --- | --- | --- | --- | --- | --- |
| 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 ☐

* 1. ☐ 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**

# Job Description

**Post Title:** Ground Maintenance Person

**Accountable to:** Estates Manager

## Job Purpose:

* + - To become a member of the Greenspaces Team to maintain Town Council parks, green spaces, properties and assets.
    - Assist in carrying out burial duties and other work at the cemetery.
    - Carry out ground’s maintenance and property maintenance work throughout the town.
    - Support the running, setting up and clearing of Town Council events.

## Key Duties will include:

1. **Maintenance**
   * Carry out repair and maintenance duties in Buckingham and Town Council property within the town Including play areas and street furniture where appropriate.
   * Carry out regular inspections of Town Council owned land, facilities and property, reporting any defaults to the Estates Manager
   * Undertake Grounds maintenance tasks as required, including, grass cutting, waste collection, watering of hanging baskets and planters in the summer months and maintaining flower and shrub beds.
   * Use a range of horticultural equipment including ride on mower (training will be provided).
   * Maintain Council equipment and storage areas in a clean and orderly manner.
   * Carry out maintenance work on the highways under the devolved services agreement.
   * Occasional seasonal weekend work in the parks will be required.

## Cemetery

* + Carry out general maintenance and grounds keeping works at the cemetery.
  + Undertake grave digging and burial duties when 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.

## Events

* + Support the running, setting up and clearing of Town Council Events.
  + Assist in the implementation of road closures, including the setting up of signs, barriers and traffic management for town events.
  + Occasional weekend and out of hours work will be required for some events.

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## General

* + To ensure compliance with the Council’s Health and Safety Policy at all times.
  + Deal with the public in a professional, polite and helpful manner.
  + Driving council vehicles and possess an up-to-date valid UK driving licence at all times.
  + Maintain relevant competencies and equipment certifications in according with training / equipment use requirements and attend training courses as required.
  + An enhanced DBS check will be required for this role.
  + Regular working hours are Mon-Thurs 8am-4:30pm Fri 8am-4pm. Additional hours will be required including occasional weekend working.
  + Any other duties as the Council may reasonably require from time to time.

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# Person Specification

**Post Title:** Grounds Maintenance Person

**Accountable to:** Estates Manager

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **EXPERIENCE** |  | * Relevant experience in landscaping, grounds maintenance,   building maintenance or  a similar role. | Application form, Interview and References. |
| **QUALIFICATIONS / TRAINING** | * Full UK Driving Licence. | * Health & Safety. * Signing and Lighting * ROSPA Playground Inspections. * Grounds Maintenance. * 360o Excavator training. * Good level of education, including grade 4-9 (A-C or equivalent) in Maths and English GCSE. | Application form and Interview. |
| **KNOWLEDGE** | * Ability to use or be trained in the use of a wide range of grounds / building maintenance equipment. |  | Application form and interview. |
| **DISPOSITION / ATTITUDE** | * 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 | * Planning and organisational skills. | Interview and references. |
| **SPECIAL REQUIREMENTS** | * Flexibility to work when required, evenings, weekends and bank holidays. * Requirement to carry out grave digging and burial duties at cemetery. * Successfully pass an enhanced DBS check. | * Trailer classification on Driving Licence | Application form, interview and DBS Check. |