



GROUNDS MAINTENANCE WORKERS (2)

Full-time 37hrs/week to include weekends

Salary Range NJC SCP3-5 (£18,562-£19,312)

Pay Award Pending

Local Government Pension

Keynsham Town Council is looking to appoint TWO enthusiastic, motivated and diligent Grounds Maintenance Workers to support the work of our vibrant and friendly Grounds Maintenance Team in maintaining all aspects of the Town Council's Footpaths, Bus Shelters, Litter Bins, Noticeboards, Play Areas, Sports Facilities, Bandstand and the working Cemetery.

The post will require weekend work including Bandstand and Litter Picking duties during the summer, football attendant duties during the months of September to April, and occasional evening work.

This is a varied and physically demanding role working mainly outdoors in all weathers. Duties include but are not limited to: playground inspections, grave digging, grounds maintenance including brush cutting, strimming, mowing of football pitches, litter picking and bin emptying; minor repairs and construction work; football and bandstand attendant duties. Some street marshalling may be required for which full training will be given.

Reporting to the Grounds Maintenance Supervisor, you will have excellent communication skills and the flexibility to deal with a variety of situations and tasks in a public-facing role. You will need to be able to work under pressure and be able to prioritise your own workload. You will need to be able to work as part of a team but also have the ability to work on your own initiative and be familiar with Lone Worker Health and Safety principles.

Keynsham Town Council operates a COVID-safe workplace. Owing to the nature of the work, successful applicants will be expected to be vaccinated for Tetanus (and COVID when it becomes available) and wear PPE as required by the Town Council's Risk Assessments.

Closing date for the receipt of applications is 23.59 on Sunday 20th June 2021 with face to face interviews scheduled for Tues/Wed 29th and 30th June 2021.

Application forms can be obtained from the Town Council website www.keynsham-tc.gov.uk or call 07904 161097 (Temporary number)



KEYNSHAM TOWN COUNCIL

GROUNDS MAINTENANCE WORKER

CANDIDATE INFORMATION PACK

MAY 2021

Dear Candidate

Thank you for your interest in the role of Grounds Maintenance Worker. This pack contains all of the information that you will need to support you in making an application.

The closing date for applications is 23.59 on Sunday 20th June 2021. Interviews will be held on Tuesday/Wednesday June 29/30th 2021. Further details will be provided to shortlisted candidates.

Applications can be submitted by e-mail to townclerk@keynsham-tc.gov.uk or by post to the Town Clerk, Keynsham Town Council, 15-17 Temple Street, Keynsham, Bristol BS31 1HF.

Please note:

- a) The supporting statement must be completed with examples to show how you satisfy the person specification criteria (see page 7) otherwise your application will not score very highly in the shortlisting process.
- b) **CV's will not be accepted.**

If you would like any further information, please contact me at the Town Council office on 07904 161097 or email townclerk@keynsham-tc.gov.uk

Kind regards

Dr Cheryl Scott

Town Clerk

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Information about the Town, and the work of the Town Council can be found on our website <http://www.keynsham-tc.gov.uk>



KEYNSHAM TOWN COUNCIL

GROUNDS MAINTENANCE WORKER

37HRS PER WEEK including weekends

NJC scp3-5 (£18,562 - £19,312)

Pay Award Pending

JOB DESCRIPTION

PURPOSE OF JOB

To pro-actively contribute to all the activities of the Grounds Maintenance Team in the provision, maintenance, upkeep and repair of the Council's play areas, sports facilities, Bandstand, allotment, Cemetery and associated listed Chapel and any other areas/buildings such as the Town Council may acquire responsibility for. To contribute to an effective service operating within a budget. To report directly to the Grounds Maintenance Supervisor.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. General maintenance and repair, including cleaning and painting of structures and facilities including bandstand, skateboard park, bus shelters, noticeboards, fences and gates, litter bins, public seats, play-areas (including wet-pour), footpaths, etc.
2. Grass and brush-cutting operations including use of a sit-on rotary mower, pedestrian mowing equipment, brush-cutters and strimmers.
3. Carry out sports pitch marking, maintain and prepare sports pitches/areas to a consistently high standard. Ensure associated sports facilities are clean, tidy, secure and well-maintained, reporting as necessary to the Grounds Maintenance Supervisor. Take meter readings when requested.
4. Opening, closing, cleaning and customer support for the Manor Rd Sports Pavilion and playing field site before, between and after a busy schedule of morning and afternoon matches on Saturdays and Sundays. You will also be required to set up posts and nets, undertake minor pitch repair/markings and generally ensuring a first-class facility is available throughout the weekend to the teams.
5. To set up and attend summer Bandstand events (normally weekends) including setting out of chairs and operation of a small PA system/generator. To sweep the Bandstand and to conduct litter picking within the playground, skate park and Bandstand areas of Memorial Park.

6. To contribute to work in the Cemetery including grave digging, grave-shoring, boundary maintenance (includes vegetation and walls), memorial safety testing, general groundworks and repair/upkeep of the Chapel. To conduct all duties in compliance with Burial Law (the Local Authorities Cemeteries Order 1977), Health & Safety legislation, and the Institute of Cemetery & Crematorium Management's Code of Safe Working Practice. To operate equipment (e.g. excavators) as required. To work with the Cemetery Attendant to accurately verify location of burial sites and assist to maintain the Cemetery Records. An ability to deal sensitively and respectfully with the general public in difficult and emotional circumstances is required.
7. In conjunction with the Professional Youth Worker and Grounds Maintenance Supervisor, to ensure proper maintenance/operation of the Keynsham TimeOut Young Persons' allotment (when applicable) to the required standards of the Keynsham Allotments Committee and relevant Health and Safety legislation and to assist in other Young Person's activities as may be required from time-to-time by the Town Council.
8. To regularly inspect and maintain all playground equipment and safety surfaces to ensure that they are safe for use, including the accurate and timely completion of maintenance and reporting procedures and records.
9. Reporting cases of vandalism or damage in a timely fashion to the Grounds Maintenance Supervisor and Deputy Town Clerk – this requires the ability to operate a Council-supplied smartphone to take pictures and manage an Outlook email account.
10. You will be required to drive a Town Council van during the performance of your duties.
11. Whilst much of the work is manual duties, you will be required to assist the Grounds Maintenance Supervisor in the administrative functions of Grounds Maintenance operations as follows:
 - a) Completion of weekly time sheets and compliance with TOIL and Annual leave policies in respect of booking time off.
 - b) Contributing to a complete and up to date inventory (including all vehicles, plant, machinery and other stock used by the grounds maintenance staff) for audit and insurance purposes.
 - c) Contributing to a complete and up to date register of training and certification undertaken by yourself in respect of your position.
 - d) Ensuring all vehicles, plant and equipment are properly used and regularly maintained.
 - e) Contributing to the regular review and implementation of the Town Council's Risk assessments.
 - f) Participating in face to face or Zoom meetings of the Council's staff.
12. To understand the relevant Health and Safety regulations and their applications including promoting safe working practices at all times and ensuring safe and secure storage of materials and equipment.
13. Under the Health and Safety guidelines issued by the Town Council, ensure the safety and well-being of all who visit or work in the facilities provided by the Council.
14. To undertake grounds maintenance that may be assigned and carry out general constructional labouring work. To undertake such other duties and responsibilities as are specified by the Town Council. This may include street marshalling/effecting road closures for which full training will be given.

15. On instruction by the Town Council, to assist with street closures and the relocation/deployment of equipment between Council sites/community organisation facilities and in support of events/organisations such as Keynsham Music Festival, Sunday Bandstand events, Keynsham In Bloom and Keynsham Winter Festival.
16. To assist in contributing to effective external and internal working relationships being established and maintained with organisations and agencies relevant to the work of the Town Council's Grounds Maintenance service including B&NES, Funeral Directors, Town Council Suppliers and the Diocese of Bath and Wells.
17. To adhere at all times to the Health & Safety, Employment and other policies/instructions of the Council.

GENERAL

- This post is subject to the National Agreement on Pay and Conditions of Service as agreed by the National Joint Council for Local Government Services.
- This is a full-time position of 37 hours per week to include weekend work e.g., for seasonal weekend football, Bandstand attendant, street marshalling or litter picking duties. The Council operates a Time Off In Lieu Policy for this position.
- Holiday entitlement is 26 days plus bank holidays, rising to 31 days after 5 years Local Government service.
- The post holder is contractually entitled to join the Local Government Pension Scheme if they wish. The Council operates an auto-enrolment scheme, (currently into the same Pension Fund) which employees can opt-out of if they wish.
- You are required to work 37 hours per week, but the days/hours will vary according to the needs of the business. Core hours are normally 7.30-4pm weekdays or 9am to 5.30pm weekends with a half hour unpaid lunch break.
- The post holder will be expected to be responsible for his/her own personal health, safety and welfare in the workplace.
- The post holder is expected to promote good equal opportunities practices and to take positive steps to counter discrimination however and wherever it occurs.
- The post holder will be expected to attend meetings and training activities associated with the position, for which casual car allowance will be payable.
- Owing to the nature of the work/Risk Assessments; the person appointed will be required to be immunised against tetanus, and, when available, COVID and to keep the immunisations up to date.
- The person appointed must wear clothing suitable for the job and appropriate to working for the Town Council. A uniform will be provided.
- The post requires, prior to appointment, an enhanced DBS Certificate and the post-holder will be expected to keep this regularly updated whilst in this employment (Council will refund expenses).
- This job description only contains the main accountabilities relating to this post and does not describe in detail all the duties required to carry them out.
- Reports to the Grounds Maintenance Supervisor.

Please note: Any offer of employment will be subject to satisfactory completion of a medical questionnaire with, if necessary, an Occupational Health Assessment; together with an enhanced DBS check and satisfactory references.

Note: This job description is a guide only and whilst it covers most aspects of the post, the post holder will be required to carry out other duties commensurate with the post.



PERSON SPECIFICATION

Post Title: Grounds Maintenance Worker

Grade: NJC 3-5: £18,562 - £19,312 Hours: 37 per week inc weekends

REQUIREMENT	ESSENTIAL	DESIRABLE:
EDUCATION /QUALIFICATIONS/ TRAINING	<p>GCSE or equivalent in Maths and English</p> <p>Training/certificates in at least 1 of the following subjects</p> <ul style="list-style-type: none"> • Operation of excavators in a cemetery • ROSPA play area inspection • Use of chainsaws • Spraying horticultural chemicals (PA6) • Use of Grounds Maintenance Equipment such as strimmers/blowers etc • First Aid at Work • COSSH <p>Basic computer literacy and able to operate an email account and smartphone</p> <p>Ability to pass an enhanced DBS check</p> <p>Full clean driving licence</p>	<p>Industry standard certificates in any of the following subjects:</p> <p>grounds maintenance; building maintenance; spraying horticultural chemicals; sports ground maintenance; ICCM cemetery work including grave shoring and memorial safety inspections; RoSPA playground inspection ; use of grounds maintenance equipment including excavators, tractors, ride-on mowers, chainsaws; first aid at work; manual handling; fire safety.</p> <p>Any other relevant certificates/training courses</p>
EXPERIENCE	<p>Experience of grounds maintenance, construction work and/or gardening/horticulture. (Someone who is multi-skilled would be ideal)</p> <p>Experience of dealing with a wide range of people, both internal and external, including dealing with people in distress, in a sympathetic manner</p> <p>Experience of taking appropriate action in an emergency situation</p>	<p>Specific experience of playground maintenance/inspection</p> <p>Specific experience of working in a cemetery</p> <p>Specific experience of working with the bereaved</p> <p>Specific experience of sports ground maintenance</p>
SKILLS & KNOWLEDGE	<p>Awareness and understanding of Health and Safety Legislation and ability to apply the same during the course of your duties.</p> <p>Ability to use plant, machinery, tools (hand and mechanical) & vehicles, and have the ability to bend, lift, push, pull and walk long distances.</p>	<p>An understanding of Safeguarding issues including child protection policies and procedures</p> <p>A knowledge and understanding of 3rd tier Local Government (i.e., Town and Parish Councils)</p> <p>A knowledge of and commitment to the development, understanding and</p>

	<p>Effective communication skills, both oral and written, including written reports as well as seeking, listening to and considering the views and opinions of others</p>	<p>implementation of Equal opportunities and Diversity and to consider these in-service delivery</p>
<p>BEHAVIOURAL COMPETENCIES and ABILITIES</p>	<p>Ability to work as part of a team but also self-manage when working alone.</p> <p>Respectful, understanding and compliant with reporting procedures and protocols</p> <p>The ability to take personal responsibility and accountability for your work</p> <p>Able to proactively monitor and evaluate services, systems and processes, and report back concerns to Grounds Maintenance Supervisor</p> <p>Demonstrate the enthusiasm and self-motivation to work effectively with a busy team delivering a gold standard service for users of Keynsham Green Spaces.</p> <p>Demonstrate an innovative and creative approach responding to and managing challenges, changing situations and problems</p> <p>A respectful understanding and appreciation of COVID-safe working and a responsible attitude to Risk Management in the workplace environment</p>	<p>Able to ensure that the administration of the Cemetery Service is efficient and complies with Burial Law, ICCM Code of Safe Working Practice and Health & Safety legislation.</p>
<p>OTHER REQUIREMENTS</p>	<p>Applicants must be suitably fit to carry out the physical demands of the job which involves lifting, operating machinery, manual work including hand-digging of graves etc</p> <p>Ability to work unsociable hours including weekends and occasional evening work</p> <p>The ability to cope with the duties and responsibilities of the post and the associated environment including working outside in all weathers</p> <p>Appreciation of Health and Safety requirements in respect of Lone Working and other aspects of the post.</p>	



CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

Please complete in black ink or type

PLEASE NOTE CV's WILL NOT BE ACCEPTED

Completed Application Forms must be returned by 23.59 on Sunday 20th June 2021

By email to: townclerk@keynsham-tc.gov.uk

By Post: Town Clerk, Keynsham Town Council, 15-17 Temple Street, Keynsham, Bristol BS31 1HF

Application for the post of: **Grounds Maintenance Worker**

1. PERSONAL DETAILS

YOU	NI Number:
Forename(s):	Surname:
Address:	
Postcode:	
Email: (Required)	
Telephone (Day)	May we contact you on this number during the application process? YES/NO
Telephone: (evening)	Mobile:
Do you need a work permit for permanent employment in the UK? YES/NO	If YES, do you have a permit YES/NO

Do you have a current valid driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have access to a car?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you have a driving licence is it:	PROVISIONAL <input type="checkbox"/> FULL <input type="checkbox"/> HGV <input type="checkbox"/>	

How did you learn of this vacancy?

Are you to your knowledge related to or know any member or officer of Keynsham Town Council? If so, please give details:

2. EMPLOYMENT HISTORY

Please provide details of your work experience, including previous posts with your present employer, unpaid voluntary or casual work. If you have undertaken periods of other responsibilities raising family or caring, please include these as well

Present (or most recent) Employment			
Name & address of employer:			
Position held:		Is this your current job?	Yes/No
Start date:		Leaving date (if applicable):	
Notice required:		Basic salary/wage:	
Other allowances:		Reason for leaving:	
Key responsibilities and/or achievements:			

All Previous Employment		
Name and Full Address of Employer	Start date, leaving date, position held and main responsibilities – giving salary	Reason for Leaving

Please give details relating to <u>any gaps</u> in your employment history

3. EDUCATION

Please provide brief details of your education, showing most recent first

Name of Educational Establishment (School, College, University etc.)	Qualifications obtained with dates, subjects and grades

4. TRAINING

Please provide details of all training and development undertaken relevant to this post

Training Course and Organiser / Development Activity	Date and Outcome (Grade achieved where relevant)

5. HOBBIES/INTERESTS

Please provide any additional information about hobbies/interests

RIGHT TO WORK IN UK

Are you legally entitled to work in the UK?

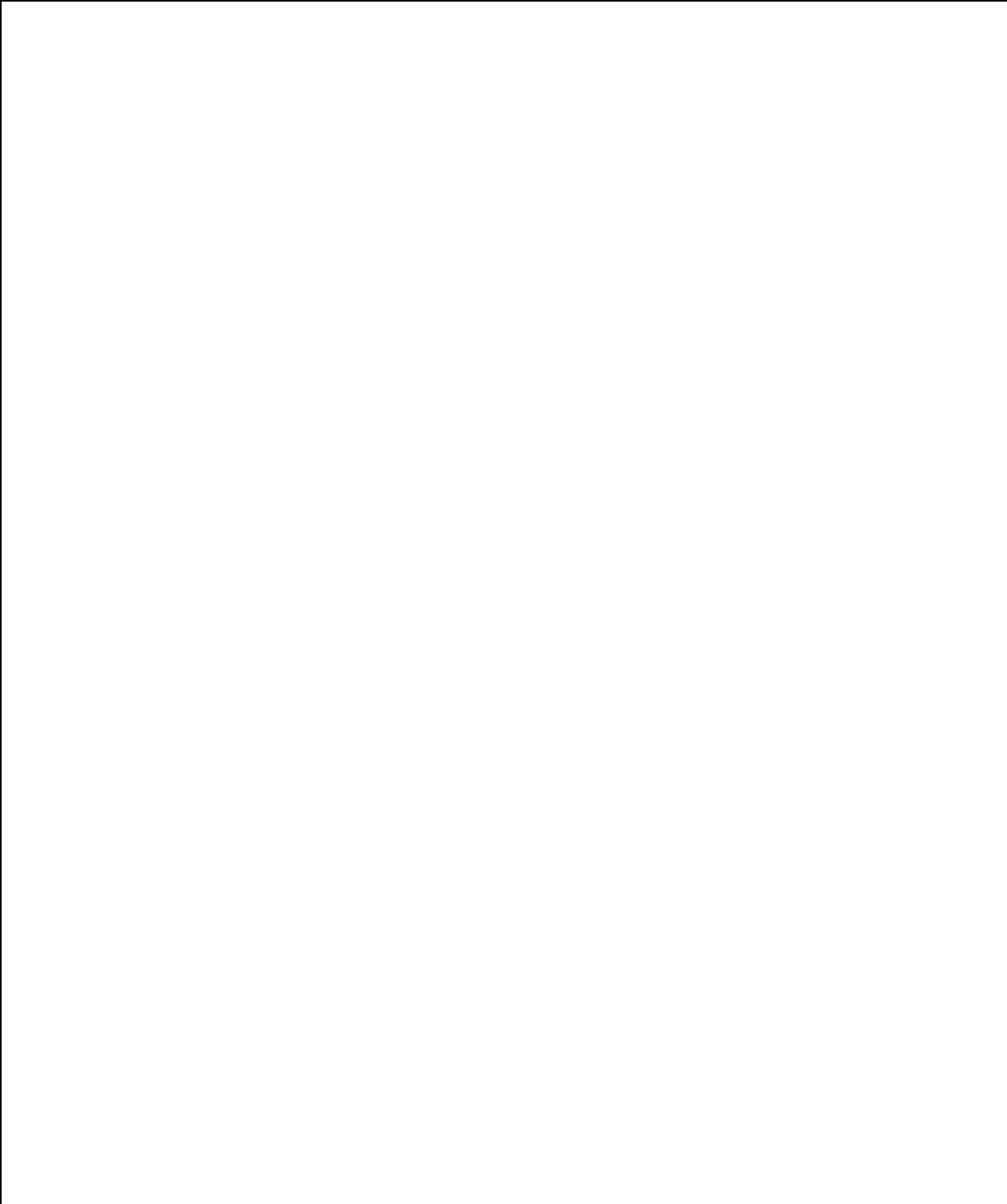
YES

NO

We will require evidence of this prior to commencing employment

SUPPORTING STATEMENT

Please provide information to demonstrate how you fulfil the criteria (both Essential and Desirable) listed in the person specification for the job. (Max 2 sides of A4).



References

Please give the name and address of two people who can provide an assessment of your suitability for this post. One of these should be your present/most recent employer. If you have not been in paid employment since leaving full-time education, please give the name of your tutor or lecturer. **Please indicate by marking clearly with an asterisk (*) if you do not want us to contact them prior to a conditional offer being made.**

Name:	Address:
Email address (if available):	
Position held:	Daytime contact telephone number:

Name:	Address:
Email address (if available):	
Position held:	Daytime contact telephone number:

Rehabilitation of Offenders Act 1974

Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs that are not 'spent'. The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as 'spent'.

Declaration

I declare that that the information in this form and the accompanying application form has been completed by me and all the information I have given is accurate and complete to the best of my knowledge. I accept that if I have given any information which I know is false or if I withhold any relevant information it may lead to my application being rejected or if I have been appointed to my dismissal.

I consent that under the Data Protection Act 2018 the information contained in this form and my monitoring form may be processed by Keynsham Town Council, who will ensure the information will be stored on a computer fairly and lawfully and will not be disclosed to any person/s for any other purposes.

I give my permission for Keynsham Town Council to process and retain information about me contained in this form in accordance with the Data Protection Act 2018 and Keynsham Town Council's Privacy policy.

Signed.....Date:



**APPLICATION FOR EMPLOYMENT- GROUNDS MAINTENANCE
WORKER**

MONITORING FORM

CONFIDENTIAL

Please complete in black ink or type

THIS FORM IS NOT PART OF THE SELECTION PROCESS

(The information you provide will be treated in the strictest of confidence
and will not be seen by the selection panel)

Keynsham Town Council recognise and actively promote the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of age, disability, gender, marriage/civil partnership, pregnancy and maternity, gender reassignment, sexual orientation, race (including ethnic origin, colour, nationality and national origin), religion or belief. We therefore welcome applications from all sections of the community. The information you supply on this form will be separated from your application form prior to any selections decisions being made and will be treated as confidential at all times, and in accordance with the Data Protection Act 2018.

Gender: Male / Female		Marital Status: Married / Single / Other	
Date of Birth:			
Do you consider yourself to have a disability		Yes / No	
If yes, please state nature of disability			
<p>The Equality Act defines disability as “a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities”.</p>			

Ethnic Group (Please tick one box)

White	British	<input type="checkbox"/>	Mixed	White and Black Caribbean	<input type="checkbox"/>
	Irish	<input type="checkbox"/>		White and Black African	<input type="checkbox"/>
	Any other white background*	<input type="checkbox"/>		White and Asian	<input type="checkbox"/>
				Any other mixed background*	<input type="checkbox"/>
Black or Black British	Caribbean	<input type="checkbox"/>	Asian or Asian British	Indian	<input type="checkbox"/>
	African	<input type="checkbox"/>		Pakistani	<input type="checkbox"/>
	Any other Black background*	<input type="checkbox"/>		Bangladeshi	<input type="checkbox"/>
Chinese or Other Ethnic Group	Chinese	<input type="checkbox"/>		Any other Asian background*	<input type="checkbox"/>
	Other Ethnic Group*	<input type="checkbox"/>	* Please specify		

If you wish, you may disclose information about yourself in this section about your:

Religion:
Sexual Orientation:



Privacy Notice

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

- Processing is with consent of the data subject or
- Processing is necessary for compliance with a legal obligation or
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Keynsham Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Keynsham Town Council at any time).

Children

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: Dr Cheryl Scott – email - townclerk@keynsham-tc.gov.uk

0117 986 8683 or 07904 161097

Information Correction

If you believe that the information, we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact Dr Cheryl Scott – email - townclerk@keynsham-tc.gov.uk 0117 986 8683 or 07904 161097 to request this.

Information Deletion

If you wish Keynsham Town Council to delete the information about you, please contact Dr Cheryl Scott – email - townclerk@keynsham-tc.gov.uk 0117 986 8683 or 07904 161097 to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact Dr Cheryl Scott – email - townclerk@keynsham-tc.gov.uk 0117 986 8683 or 07904 161097 to object.

Rights Related to Automated Decision Making and Profiling

Keynsham Town Council does not use any form of automated decision making or the profiling of individual personal data.

Conclusion: In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling; we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

Complaints

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to Keynsham Town Council Data Information Officer: (townclerk@keynsham-tc.gov.uk) and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.