



Bracknell Town Council

The Town Council manages 250 acres of recreational space, leisure, sports and play facilities in Bracknell.

Grounds Person

**Circa £18,000 per annum initially (depending on qualifications and experience) plus pension scheme
37 hours per week, additional hours may be available.**

Working across the Bracknell area you will:

- help maintain the Council's recreation areas and play equipment.
- help ensure the Town Council's facilities present an attractive, welcoming and safe environment for service users.
- be flexible to cover additional hours (including weekends).

The ideal candidate for this position will have some knowledge and experience of grounds maintenance; have good customer service skills and also the confidence to deal with difficult situations. You will be able to lift and undertake heavy manual tasks and be familiar with working outdoors. Experience of ground equipment maintenance would be an advantage along with a sound knowledge of risk management. You will need to be approachable with good public relations skills and the ability to work in a team.

Training will be available for the right person.

Candidates must be willing to work flexible hours to meet the needs of the job.

The application form (CVs on their own are not accepted) and equal opportunities form are available from our website www.bracknelltowncouncil.gov.uk and can be returned via e-mail to enquiries@bracknelltowncouncil.gov.uk.

Closing Date: 29th September 2017

Interviews: week commencing Monday 9th October 2017

If you have not heard from the Town Council by Monday 9th October 2017 you should assume your application has not been successful.

Grounds Person

Employer:	Bracknell Town Council
Salary:	Circa £18,000 initially (starting salary depending on qualifications and experience) plus generous Pension Scheme
Hours:	37 hours per week
Working pattern:	Full Time
Location:	Braybrooke Depot, Makepiece Road, Bracknell
Closing date:	29 th September 2017

Bracknell Town Council is responsible for the management and maintenance of recreational facilities across Bracknell Town. The Town Council is the largest of six Parish Councils within Bracknell Forest.

Working as a Grounds person you will be helping to maintain the Council's grounds and keep play equipment in good order, for the use and enjoyment of the public.

The ideal candidate for this position will have grounds maintenance experience alongside customer service skills. You will be used to working outdoors. Candidates must be willing to work flexibly including on occasional evenings and weekends to meet the needs of the job.

For an informal discussion please contact Allan Moffat, Recreational Facilities Manager, or Jackie Burgess, Town Clerk via 01344 420079.

Please read the Application Pack fully before applying for this job. It contains information you will need to refer to when applying. Not referring to this information is likely to reduce your chances of success.

Application Information

An application form and equal opportunities form may be obtained from, and returned to, enquiries@bracknelltowncouncil.gov.uk, hard copies should be sent to Bracknell Town Council, 54 High Street, Bracknell RG12 1LL to arrive by the closing date. Late applications will not be considered.

Additional Information

- Application Form
- Equal Opportunities Form

If you would like a hard copy application pack please ring 01344 420079 or e-mail enquiries@bracknelltowncouncil.gov.uk giving the Job Reference Grounds person.

APPLYING TO WORK FOR - BRACKNELL TOWN COUNCIL

This job is with Bracknell Town Council. To find out more about Bracknell Town Council visit the website at www.bracknelltowncouncil.gov.uk

Thank you for responding to the Town Council's advertisement. We hope that you find this Recruitment Information helpful and that it assists you in deciding to apply for the post.

The information is arranged as follows:-

- Job Description
- Further information about the role
- Person specification
- Key terms and conditions of employment
- Application Form
- Equal Opportunities Monitoring Form

Applications are available on our website www.bracknelltowncouncil.gov.uk, or you can request a full application pack from enquiries@bracknelltowncouncil.gov.uk, ring 01344 420079 or collect a pack from Brooke House, 54 High St, Bracknell RG12 1LL. **CVs on their own will not be considered.**

Please note that this Recruitment Information (application pack) will not constitute a part of any subsequent contract of employment.

If you have a disability and would like us to make any special arrangements concerning completing the application form or attending for interview please let us know.

Please return your Application Form and Equal Opportunities form to the address below or e-mail to enquiries@bracknelltowncouncil.gov.uk

Bracknell Town Council
Brooke House
54 High Street
Bracknell
Berkshire
RG12 1LL

Tel: 01344 420079
Fax: 01344 424015

The **CLOSING DATE** for receipt of completed application forms is **29th September 2017**, late applications will not be considered.

NB *If you have not heard from us by Monday 9th October 2017 please assume your application has been unsuccessful. Thank you*

Attending for Interview

Candidates attending for interview will be expected to bring proof of any qualifications claimed and proof that they have permission to work in the UK. Candidates may be required to undertake a test at interview to determine their suitability for the role.

Job Description

JOB TITLE:	Grounds person
DEPARTMENT:	Field
JOB HOLDER:	Final Version
REPORTS TO (JOB TITLE):	Recreational Facilities Manager – Discipline, Pay and Rations Assistant Recreational Facilities Manager - Day to day line management
<u>JOB PURPOSE</u> As part of a team maintain the Town Council's facilities in order to present an attractive, welcoming and safe environment for staff and service users.	
<u>DIMENSIONS</u> Financial: none Staff: none Other: Grounds staff are required to work at any of Bracknell Town Council's sites and will be required to utilise specialist equipment.	
<u>CONTEXT</u> Grounds staff report to the Assistant Recreational Facilities Manager on a day to day basis. Grounds staff maintain the Council's recreation areas and help maintain playgrounds, buildings and machinery. Grounds staff work in small teams, working alone occasionally. Jobs are prioritised by the Recreational Facilities Manager/ Assistant Recreational Facilities Manager and allocated by the Assistant Recreational Facilities Manager. Grounds staff are based at a central Depot and have transport to take them to work at varied locations within Bracknell Grounds staff work both indoors but more often outdoors, sometimes in inclement weather	

ACCOUNTABILITIES

- Complete tasks within time allocated
- Complete all tasks to a high standard
- Utilise machinery and specialist equipment safely.
- Liaise with other staff and service users / members of the public in a professional manner
- Work in accordance with the Council's Code of Conduct for staff
- Comply with the Council's Health and safety requirements to achieve a safe working environment for staff and service users
- Record hours worked in order to complete timesheets
- Record incidences of damage / vandalism on rear of timesheet

KEY PERFORMANCE INDICATORS

- 95% of tasks completed within time allocated
- No complaints received regarding the work completed
- No incidents regarding unsafe use of machinery
- No complaints regarding attitude to other staff members or the public
- No breaches of the Code of Conduct
- No incidences of failure to comply with health and safety requirements
- 95% timesheets correctly completed and delivered to the office on time.
- All incidences of vandalism recorded on rear of timesheet

CHALLENGE & CREATIVITY / DECISION-MAKING

Risk assessment in conjunction with other members of the team - frequent
Risk assessment – personal - occasional
Reporting incidents / vandalism – occasional
Dealing with members of the public - occasional
Learning new skills (e.g. using a new piece of equipment) – occasional

KNOWLEDGE, SKILLS & EXPERIENCE

Experience of maintenance work and of manual work
Practical skills including use of specialist machinery
Knowledge and understanding of safe working practices
Full driving licence

COMPETENCIES

Responsible attitude to health and safety
Supportive team work
Flexibility across tasks / locations with 'can-do' attitude

GROUNDS PERSON

PERSON SPECIFICATION

These are the criteria which will be used for short-listing and selection for the post. Candidates need to demonstrate that they can meet a majority of these. Please use the application form to demonstrate how you meet the person specification. Experience may have been gained in a paid or voluntary capacity.

Skills and Experience:

Experience of grounds and play equipment maintenance
Ability to communicate – approachable with good customer liaison skills
Appropriate qualifications
Experience of managing risk
Good written English and maths

Knowledge:

Knowledge and understanding of grounds maintenance and of equipment used
Knowledge of play equipment design and maintenance
Knowledge and understanding of health and safety and safe working practices
Local knowledge

Other:

A non judgemental attitude
Ability to work well as part of a team
Confidence to deal with difficult/unexpected situations
Ability to undertake heavy manual tasks and work outside in all weather conditions
Willingness and ability to work flexibly
Willingness to undertake training
Practical common sense approach to problem solving, can-do attitude
Full driving licence

SUMMARY OF TERMS AND CONDITIONS

GROUNDSPERSON

Payment of Salary	Paid monthly direct to your bank on the last Thursday of the month.
Pension	Membership of the Berkshire Pension Fund defined benefit occupation Pension Scheme is automatic unless the employee wishes to opt out of the scheme. Employee contributions are dependent on salary; more details can be obtained from the Town Clerk. Bracknell Town Council employer contributions are currently 18.4% salary.
Hours	37 hours per week - 7.30am – 3.30pm (3.00pm on Fridays). Overtime may occasionally be available.
Location	This post is based at The Depot, Braybrooke Recreation Ground however work may be undertaken at any of the Council's sites within Bracknell Town.
Sickness	National Joint Council conditions apply. A bonus of £300 is payable to members of staff who have taken no more than five days sickness during a complete financial year.
Annual Leave	21 working days plus statutory Bank Holidays and 2 'additional statutory' days. After 5 years' service Annual Leave increases to 25 working days plus statutory Bank Holidays and 2 'additional statutory' days. Staff are expected to spread their annual leave throughout the leave year which runs from April to March.
Probationary Period	The post is subject to a probationary period of 26 weeks.
Notice	During the probationary period either party may give one weeks' notice. Thereafter the employee is required to give notice in accordance with their contract of employment.
Smoking	In accordance with current legislation smoking is not permitted on Council premises or in Council vehicles.
Police Check	Bracknell Town Council reserves the right to require the postholder to undertake an enhanced DBS (formerly known as CRB) check through the Criminal Records Bureau.
Travel Expenses	Will be paid from The Depot at 'Casual User' rates for essential work related journeys only where you are requested by your line manager to utilise your own vehicle.
Car Parking	Free parking is available at the Braybrooke Depot; however the Council takes no responsibility for cars parked in this public car park.
Offers of Employment	All offers of employment are subject to receipt of two satisfactory references. Candidates must satisfy Council that they are eligible to work in the UK.