



Bracknell Town Council

Grounds Person (Bracknell Town Council)

Employer:	Bracknell Town Council
Salary:	Starting salary of £21,575 subject to qualification and experience plus generous Pension Scheme
Hours:	37 hours per week
Working pattern:	Full Time
Location:	Bracknell
Closing date:	Midnight 22nd August 2023

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. 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. Relevant qualifications i.e., PA1/PA6, LANTRA base machine operations would be desirable, but training will be available for the right person.

For an informal discussion please contact Ian Evans, Recreational Facilities Manager via email Ian.Evans@bracknelltowncouncil.gov.uk or call 07570 649326.

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 our website www.bracknelltowncouncil.gov.uk 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.

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.



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JOB TITLE:	Maintenance / Grounds person
DEPARTMENT:	Field
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 to present an attractive, welcoming, and safe environment for staff and service users.	
<u>DIMENSIONS</u> Financial: None Staff: None Other: Required to work at any of Bracknell Town Council's sites and will be required to utilise specialist equipment. Responsible for playground and other inspection activities.	
<u>CONTEXT</u> Reports to the Assistant Recreational Facilities Manager on a day-to-day basis. Jobs are prioritised by the Recreational Facilities Manager and allocated by the Assistant Recreational Facilities Manager. Grounds staff are mainly based at a central Depot and have transport to take them to work at varied locations within Bracknell, sometimes you will be assigned to work from one of the smaller depots with the Bracknell Town Council area. Grounds staff work indoors and outdoors, sometimes in inclement weather. Some overtime required as and when necessary, seasonal.	

<p><u>ACCOUNTABILITIES</u></p> <ul style="list-style-type: none"> • 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 	<p><u>KEY PERFORMANCE INDICATORS</u></p> <ul style="list-style-type: none"> • 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
<p><u>CHALLENGE & CREATIVITY / DECISION-MAKING</u></p> <p>Risk assessment in conjunction with other members of the team – daily 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 Reporting maintenance/vehicle/machine issues- daily</p>	
<p><u>KNOWLEDGE, SKILLS & EXPERIENCE</u></p> <p>Experience of grounds maintenance and good eye for detail. Experience in construction projects, desirable but not essential. Practical skills including use of and maintenance of specialist machinery. Ride on mowers/tractors, small machinery for grounds maintenance. Knowledge and understanding of safe working practices. Experience of sports and turf amenity maintenance and ability/desire to improve/learn these processes. Experience of vehicle/machine maintenance. Relevant qualifications i.e., PA1/PA6, LANTRA base machine Operations. Full driving licence essential.</p> <p><u>Training will be given for the right candidate</u></p>	
<p><u>COMPETENCIES</u></p> <p>Responsible attitude to health and safety Supportive teamwork and works well within a team. Flexibility across tasks / locations with 'can-do' attitude Positive attitude towards training and progression within the team.</p>	



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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 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 27.2% 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	23 working days plus statutory Bank Holidays and 2 'additional statutory' days. After 5 years' service Annual Leave increases to 26 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.