

11 Emson Close
Saffron Walden
Essex, CB10 1HL

T: (01799) 516501
T: (01799) 516502
F: (01799) 516503



January 2019

Dear Sir/Madam

Gardener / Grounds Maintenance Operative

Thank you for your interest in the above vacancy. We are pleased to enclose the following documents for your information:

1. Job Description
2. Person Specification
3. Broad Outline of Conditions of Service
4. Application form

Information about Saffron Walden Town Council is available on our website – www.saffronwalden.gov.uk

If you wish to apply for this position please complete an application form by noon on Noon Friday 25th January 2019 and return to the Operations Manager as per the address above. If you have any queries or require assistance with completing the form please contact the Operations Manager Terry Frostick on 01799 516501 or email terry@saffronwalden.gov.uk. Please note that CVs will not be accepted.

Once again thank you for the interest you have shown in working for Saffron Walden Town Council and we look forward to receiving your completed application.

Yours faithfully

Lisa Courtney

Lisa Courtney
Town Clerk

APPOINTMENT OF

Gardener / Grounds Maintenance Operative

CONTENTS

SECTION

1. Gardener / Grounds Maintenance Operative - Job Description
2. Gardener / Grounds Maintenance Operative - Person Specification
3. Outline of Conditions of Service
4. Application Form

SECTION 1

JOB DESCRIPTION FORM

JOB TITLE: Gardener / Grounds Maintenance Operative

DATE UPDATED: January 2019

Section: Operations

JOB OUTLINE

Purpose

To provide an effective and skilled gardening and grounds maintenance service to all the Town Council's Gardens, Open Spaces and Bridge End Garden as directed. This is a hand on active and physical role.

Duties

1. To provide a highly skilled standard of gardening and grounds maintenance service to the Town's gardens, open spaces and Bridge End Garden and to follow safe procedures at all times which will include the use of gardening /grounds products and machines.
2. To carry out numerous physical tasks and maintenance duties, requiring a minimum amount of supervision, including: -
 - a All types of Gardening
 - b All types of Grass Mowing.
 - c Strimming
 - d Lawn maintenance and cultivation
 - e Sourcing and Planting out flowers & Shrubs
 - f Plant and shrub husbandry
 - g Ability to carry out Weeding and pruning to a high standard.
 - h keeping the tools, equipment and shed/mess room clean and tidy.
3. To be competent and able to safely operate and follow the correct procedures whilst operating and maintaining all the varied types of gardening machinery available to the post holder and to ensure that they are appropriately qualified, including: -
 - a The use and maintenance of hand tools and basic light machinery.
 - b The use of manual or self-propelled mowers
 - c The use of cylinder and rotary mowers, trimmers, leaf blowers.
 - d Adjustments of mower height and quality of cut, etc. Oil level checks and checks for damage to any mower

4. To operate all vehicles, equipment, and machinery as directed and according to the appropriate health and safety requirements and risk assessments. To ensure that Town Council buildings are safe and secure at all times.
5. Undertake any other duties appropriate to the position, which contribute to the purpose and objectives of Saffron Walden Town Council.
6. To assist with Market duties (Tuesday and/or Saturday) and any other maintenance works as directed.

RELATIONSHIPS

Accountable to *Grounds Maintenance Chargehand*

Contacts with other people:

(a) Own Department All staff within Saffron Walden Town Council Operations Team.

(b) Elsewhere within the Council Wide, at all levels within the Council,

(c) Outside the Council *mainly* members of the public and other contractors.

PHYSICAL CONDITIONS

Location: Based at any location within Saffron Walden parish as directed.

Exertion: Normal for Mowing, Strimming, Horticultural, and manual work and driving.

Accident/Health Risks: Normal for horticultural activities.

SECTION 2 - PERSON SPECIFICATION

Department	Operations		
	Essential requirement	Desirable requirement	Method of Assessment
Qualifications	Reasonable standard of general education Clean current driving licence Plant & shrub husbandry Health and safety knowledge	Horticultural qualification Pesticide application licence (PA1 and PA6a)	Application form Interview
Experience	Minimum of one years in grounds or garden maintenance	Two years' plus experience in grounds maintenance industry	Application form Interview References
Knowledge and skills	Skilled in grounds maintenance practices and the use of associated plant and equipment		Application form Interview References
Personal qualities	Committed to providing good customer service. Ability to use own initiative.		Application form Interview References
Motivation and expectations	Flexible attitude to working and variety of duties. Keen to deliver service at required standard		Application form Interview References
Overall appearance	Generally tidy and smart. Acceptable to members of the public.		Interview

The person specification lists the criteria that have been agreed for the individual that we are seeking to recruit. These criteria will be used for both the shortlisting of applications and at the interview stage. **It will help your application if you can provide information on the application form of your experience and ability to meet the criteria** either through your previous employment, social activities or in the home.

SECTION 3

Outline Conditions of Service

The following is an outline of the main terms and conditions of service attached to the post. More detailed information can be provided on request or discussed at the interview stage. Generally, the terms and conditions of service are those determined by the NJC for Local Government Services with some local variations.

PLACE OF WORK: The normal place of work shall be at the Town Council's Open Spaces within Saffron Walden or at any other location as deemed reasonable by the Town Council within Saffron Walden.

HEALTH: The successful applicant will be asked to complete a Placement Health Questionnaire, which is then assessed by the Council who may refer matters to an Occupational Health Provider. The candidate may need to undergo a medical examination if the Occupational Health Clinician considers this necessary.

HOURS: This is a full time post of 37 hours per week as directed by your line supervisor.

SICKNESS: If you are absent from work we shall pay you:

- (a) Statutory Sick Pay (**SSP**) provided that you satisfy the relevant requirements; and
- (b) Council sick pay in accordance with the provisions of your employment contract provided that you comply with our procedures regarding sick leave and the Council's sick pay policy.

PENSION: You will be auto-enrolled into the Local Government Pension Scheme with the opportunity to "opt-out" should you wish to do so.

NOTICE: You will be required to give one month's written notice should you wish to terminate your employment. You will be entitled to receive one month's notice of termination of employment or your statutory entitlement, whichever is the greater.

PROBATIONARY PERIOD: The appointment is subject to a **three** months probationary period. During this period you will be expected to establish your suitability for the post. Your employment is subject to termination at any stage during the probationary period on you giving or receiving the appropriate notice under your terms of employment.

SALARY: Your salary will be based on the NJC Terms and conditions equivalent. Salary will be paid by the 28th day of each month by bank transfer.

Please return your completed application together with any other documentation requested to the Operations Manager Terry Frostick by email terry@saffronwalden.gov.uk or post to Terry Frostick, Saffron Walden Town Council, 11 Emson Close, Saffron Walden, Essex, CB10 1HL

SECTION 4

SAFFRON WALDEN TOWN COUNCIL APPLICATION FORM



STRICTLY CONFIDENTIAL

This application form is an integral part of our selection procedure. It has been designed to enable you to give us a meaningful written representation of yourself and your career interests. Please complete the form accurately in black type, but if sections do not apply, leave them blank. If you have insufficient room to provide the relevant information in any section, please continue on a separate sheet.

PART A: JOB DETAILS

Post applied for

PART B: PERSONAL DETAILS

Preferred title (Mr/Mrs/Ms/Miss/Dr etc)

Surname

Forenames

Address

 Work

 Home

 Mobile

 Email

Car Owner YES/NO

Current driving licence YES/NO

Detail of endorsements

The Asylum and Immigration Act 1996 makes it a criminal offence for us to employ those who do not live or work in the United Kingdom, therefore we will require evidence of legality prior to appointment. Documents which can support this include your passport or national identity card. Please refer to the accompanying document "Evidence of right to work in the UK"

Do you require a work permit to work in this country YES/NO

National Insurance Number

In accordance with the Rehabilitation of Offenders Act 1974, applicants should give details of any criminal convictions which may be relevant to their application.

Relevant details

PART C: EDUCATION AND TRAINING

Establishment Name	From	To	Examination results (include subject, level & grade)

PART D: PRESENT OR MOST RECENT EMPLOYMENT

Name and address of employer	
Position held	
Dates employed	
Salary	
£.....per annum	

Key roles/achievements

Reason for leaving

Date that you could take up new appointment

PART E: EMPLOYMENT HISTORY

Name and address of employer

Position held

Dates employed

Salary
£.....per annum

Key roles/achievements

Reason for leaving

Name and address of employer

Position held

Dates employed

Salary
£.....per annum

Key roles/achievements

Reason for leaving

Name and address of employer

Position held

Dates employed

Salary

£.....per annum

Key roles/achievements

Reason for leaving

PROVIDE ADDITIONAL INFORMATION ON A SEPARATE SHEET IF NECESSARY

PART F: MEMBERSHIP OF PROFESSIONAL INSTITUTES

Give details of the membership body, type of membership and dates during which membership applied

PART G: PRESENT/MOST RECENT UNPAID ACTIVITY

Name and address of organisation

Position held

Dates involved

Key roles/achievements

Reason for leaving (if relevant)

PART H: REFEREES

Do you wish to be approached before referees are contacted **YES/NO**


Please give details of **two** referees (one of which must be your present or last employer)


Name

Name

Address

Address

 and email

 and email

Position

Position

PART I: SUPPORTING STATEMENT – please continue on additional paper if necessary

PART J: DECLARATIONS

PART J: Declaration of business or other interests will not necessarily disqualify you from consideration but potential conflict interests must be declared. To avoid allegations of bias any relevant relationships must be disclosed. If undisclosed then the candidate may be liable to disqualification from further consideration or to being summarily dismissed from their appointment.

To the best of my knowledge the information I have given is correct. I understand that giving false information or omitting to give relevant information could disqualify my application and, if I am appointed, could lead to my instant dismissal

.....
(Signature) **(Date)**

I understand that direct or indirect canvassing of councillors for any appointment shall disqualify me from appointment. I have not canvassed in connection with this application

.....
(Signature) **(Date)**

I have the following relationships and financial interests which are relevant to/conflict with this post

.....
(Signature) **(Date)**

If appointed, I consent to my personal information being held for the purpose of administration of my employment

.....
(Signature) **(Date)**

Please make sure your application is received by 12 noon on the closing date.

**PART K: EQUAL OPPORTUNITIES POLICY MONITORING FORM
(this information will be used for monitoring purposes only and will not be available to those involved in the selection or recruitment process)**

PART K: Monitoring the effectiveness of our equal opportunities policy is important to us and we expect candidates to complete the form. It will not be used for the short-listing process and will not discriminate against your selection.

The Town Council is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment and is treated fairly in accordance with the Equality Act 2010. Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To assist in monitoring the operation of its equal opportunities policy, and **for no other reason**, please answer the following questions. (Tick where appropriate)

Position applied

Date of birth

Age

Male

Female

I have a disability I would like the Council to know about YES/NO

I have special requirements you will need to take into account in testing/interview YES/NO

Please indicate your cultural/ethnic origin

Black African

Pakistani

Black Caribbean

Other Asian (please specify)

Black Other (please specify)

White

Bangladeshi

White Irish

Chinese

White other (please specify)

Indian

Any Other (inc. mixed race) (please specify)

Thank you for your assistance in completing this form