



# SAFFRON WALDEN TOWN COUNCIL

## Application Pack

### Gardener/Grounds Maintenance Operative (Full Time)

April 2026



Saffron Walden Town Hall



Turf Maze at The Common



Bridge End Garden

*Images: Saffron Walden Tourist Information Centre*

# **Appointment of Gardener/Grounds Maintenance Operative**

## **CONTENTS**

### **Documents enclosed:**

1. Letter to all applicants
2. Job Description
3. Person Specification
4. Broad Outline of Conditions of Service
5. Overview of Saffron Walden and the Town Council
6. Application Form



The Town Hall  
Market Street  
Saffron Walden  
CB10 1HR  
T: (01799) 516501

## **SECTION 1 – Letter to applicants**

Dear Sir/Madam

### **Gardener/Grounds Maintenance Operative (Full Time)**

Thank you for your interest in the above vacancy, I am pleased to enclose the following documents for your information:

- Job Description
- Person Specification
- Broad Outline of Conditions of Service
- Overview of Saffron Walden and the Town Council
- Application form

Further information about Saffron Walden and the Town Council is available on our websites – [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk) or [www.visitsaffronwalden.gov.uk](http://www.visitsaffronwalden.gov.uk)

If you wish to apply for this position please complete an application form and return by 9am Tuesday 5<sup>th</sup> May 2026. Interviews are anticipated to take place Wednesday 13<sup>th</sup> May and/or Thursday 14<sup>th</sup> May; should you be unavailable at these times please include this in your application form.

Completed applications are to be emailed to: [enquires@saffronwalden.gov.uk](mailto:enquires@saffronwalden.gov.uk) or posted to: The Town Hall, Market Street, Saffron Walden, CB10 1HR. 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

Georgia Arnold

Deputy Town Clerk



# Saffron Walden Town Council

## Gardener/Grounds Maintenance Operative

Job Title: Gardener/ Grounds Maintenance Operative  
Grade: SCP 7 at £26,403 + a 1.5% local enhancement = £26,799.00  
Hours: 37 hours per week  
Reporting to: Operations Supervisor  
Term: Full Time 37 weekly hours, permanent position

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### Purpose

To work as a member of the Town Council's Operations Team – at times without supervision. Work will be varied, this is a hands on and physically active role, working in all weathers.

### Duties

1. To provide a very high standard of grounds maintenance duties to the Town's gardens, open spaces and other sites as directed and to always follow safe procedures which will include the use of all types of equipment, grounds maintenance machinery, and tools.
2. To carry out general repairs and maintenance works on Town Council assets as required. This may include some light decorating, general repairs, and DIY duties.
3. To carry out emptying of all street litter bins and litter picking as required along with Grounds Maintenance works as directed.
4. To assist with Events or Market duties as directed, to include working in the Town Hall, Market or other Town Council owned buildings, setting up and clearing up rooms for private hire, functions and weddings and overseeing the use of these facilities.
5. Working within a rota and with other staff, work may involve some out of hours/unsocial hours covering events and activities in the Town Hall or other sites.

6. To carry out numerous physical tasks and maintenance duties, requiring a minimum amount of supervision, including: -
  - a All types of grass mowing.
  - b Strimming
  - c Hedge cutting
  - d Planting out flowers & shrubs
  - e Weeding and pruning
  - f All types of General repairs
  - g Moving chairs, furniture and gazebos
  - h Cleaning duties as directed
  - i Keeping all areas safe and clean.
  - j The salting and clearing of pathways as directed and on occasion may be required to attend work out of normal working hours.
  
7. To be able to safely operate and follow the correct procedures whilst operating and maintaining all the varied types of grounds maintenance machinery 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, strimmer's, leaf blowers.
  - d Adjustments of mower height and quality of cut, etc. Oil level checks and checks for damage to any mower
  
8. 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 always safe and secure.
  
9. Undertake any other duties appropriate to the position, which contribute to the purpose and objectives of Saffron Walden Town Council.
  
10. Have an understanding and be able to assist in the preparation of risk assessments, making recommendations where necessary and actively promoting safe practices of self and others.
  
11. Be computer literate, capable of accessing on-line tasks and being able to prioritise accordingly – particularly in the absence of the Supervisor
  
12. Any other duties as may reasonably required. This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.
  
13. Under the Health & Safety at Work Act 1974, whilst at work, members of staff must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.

## RELATIONSHIPS

**Accountable to**     *Operations Supervisor*

**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, manual work, and driving.

**Accident/Health Risks:**     Normal for Facilities and Grounds maintenance activities.

**This is an annualised hours contract to include some weekend working on a rota basis with other staff. Hours will average 37 hours per week.**

### **Pre-employment Checks appropriate to this Job Profile**

SWTC is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation.

Essential User:

This post does not qualify as an Essential User (for the purposes of use of your own vehicle) but any personal use of a vehicle will be reimbursed subject to the terms and conditions of the Town Council's policy on use of private vehicles for business use.

Health Check:

It is a requirement for this post that the successful applicant undertakes a medical health check once an offer of employment has been made; this cost will be met by the Town Council. Any appointment to the post is subject to this health check where an assessment will be carried out of the physical and mental suitability of the individual to undertake the work prescribed in the job description.

## Person Specification

<b>Department</b>	<b>Operations</b>
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	<b>Essential requirement</b>	<b>Desirable requirement</b>	<b>Method of Assessment</b>
Qualifications	Reasonable standard of general education Full Clean current driving licence Health and safety knowledge	Be physically fit and able to carry out the responsibilities of the role	Application form Interview
Experience	Minimum of one year experience in a similar role		Application form Interview References
Knowledge and skills	Knowledge of facilities management and grounds maintenance		Application form Interview References
Personal qualities	Committed to providing good customer service.	Ability to work under own initiative and to actively identify work which needs to be done	Application form Interview References
Motivation and expectations	Flexible attitude to working in a 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

## **SECTION 4 - Outline Conditions of Service**

The following is an outline of the main terms and conditions of service attached to the post and simply seeks to provide an overview of terms and conditions for Council employees. 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 starting place of work shall be in the Cemetery Radwinter Road Saffron Walden or any other place within the Parish of Saffron Walden as directed.

**HEALTH:** The successful applicant will be asked to complete a Medical Questionnaire, upon receipt of which the Council may refer matters to an Occupational Health Provider. The successful applicant may be required to undergo a medical examination if the Town Council considers this necessary, once an offer of employment has been made. Any offer of employment may be conditional to a Medical Assessment.

**HOURS:** This is a full time time annualised hours post as directed, hours will average 37 hours per week. You may be required to work some evenings and weekends to support the work of the Town Council and specifically, to attend events and activities.

**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 one month probationary period, during which 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:** This post is offered on a salary of £26,799.00.

This being SCP 7 £26,403 + 1.5% local enhancement = £26,799.00

### **BENEFITS:**

- Employee Assistance Programme (EAP), giving employees access to a confidential helpline 24/7.
- 25 days' annual holiday plus Bank Holidays (FTE)
- Flexible working opportunity, subject to mutual agreement

## **SECTION 5: Overview of Saffron Walden and the Town Council**

### **Saffron Walden:**

Saffron Walden is a beautiful, quintessentially English Market Town in a large, rural part of Essex. It is just 15 miles from Cambridge and has excellent road links to the M11, rail links to the London-Cambridge line and is just 30 minutes' drive from Stansted airport.

The town has held a Market Charter granted in 1141; markets are held every Tuesday and Saturday with a fine range and examples of local produce and gifts. The market boasts a wide variety of stalls selling goods ranging from fruit and veg, to clothing, to antiques and a very famous and popular fish bar (frequented by Jamie Oliver)! Saffron Walden Market was awarded the very prestigious "Best Small Outdoor Market" award in 2018 by the National Association of British Market Authorities.

Saffron Walden is a very attractive town with the centre being within a Conservation area. It boasts one of the largest and most beautiful churches in England, St Mary's being a fine example of medieval architect and splendour. There are many examples of Medieval and Jacobean buildings with architecture ranging from the 12<sup>th</sup> to the 21<sup>st</sup> Century.

### **The Town Council:**

Saffron Walden Town Council was formed in 1974 following a national reform of local government systems and councils. The Municipal Borough of Saffron Walden was dissolved in 1974 and many assets and services previously delivered by them came into the ownership and responsibility of the Town Council.

Saffron Walden Town Council is the tier of local government closest to the community and people of Saffron Walden. It has offices in the heart of the Town Centre and delivers a wide range of services and facilities to the local people. The second tier of local government is Uttlesford District Council (<https://www.uttlesford.gov.uk/home>) and the third tier is Essex County Council, Chelmsford (<https://www.essex.gov.uk/Pages/Default.aspx>)

Services offered and delivered by the Town Council include:

- The twice weekly, award winning market
- Victorian, award winning gardens – Bridge End Gardens
- Award winning Tourist Information centre in the heart of the town providing information and support to tourists and local residents alike
- Public open spaces and parks
- The Common public open space
- Play areas and provision
- Youth clubs delivered in partnership with local youth organisations
- Cemetery

- Allotments
- Community centres
- Town Hall which hosts regular comedy nights and entertainment
- Wedding venues and opportunities at both Bridge End Gardens and the Town Hall
- Public conveniences
- Being the lead body on delivery of the emerging Neighbourhood Plan

The stunning Bridge End Gardens are located to the north of the town, just a short stroll from the main hub of market life. Bridge End Gardens are an excellent example of Victorian Gardens, providing a tranquil and pleasant walk through the Kitchen Gardens, Dutch Gardens, the Maze and Poet's Corner.

In 2016 the Town Council undertook a major refurbishment programme of the Town Hall, repairing and refurbishing struts, roofs and walls. This refurbishment programme was the catalyst of several other repair and refurbishment programmes in the town with the Town Council leading the way in protecting and enriching this stunning heritage.

The Town Council is a service provider for the Saffron Walden community, an influencer and conduit for local views, working effectively and efficiently in partnership with many organisations within the Community it represents.

Our priorities are:

- To be an efficient and effective Council
- To improve the physical environment
- To raise the standards of recreational facilities
- To advocate and champion for the needs of the community
- To deliver good governance.
- To promote the cultural, economic and heritage well-being of Saffron Walden
- To nurture and encourage a green town that reduces its carbon footprint year on year and seeks to protect nature

The Town Council currently has 18 elected members with the next election due in May 2027. Council meets monthly (excluding August) and delegates considerable business to its committees which also meet on a monthly basis.

# 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.

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

National Insurance Number

Detail anything in your medical history or state of health relevant to this application

No. of days sick in the last 2 yrs

No. of spells of sickness in the last 2 yrs

Types of sickness in each spell in the last 2 yrs



**PART D: PRESENT OR MOST RECENT EMPLOYMENT**

Name and address of employer

Position held

Dates employed

Salary

£.....per annum

Key roles/achievements

- 1.
- 2.
- 3.

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

- 1.
- 2.
- 3.

Reason for leaving

<b>Name and address of employer</b>
<b>Position held</b>
<b>Dates employed</b>
<b>Salary</b> £.....per annum
<b>Key roles/achievements</b>  1.  2.  3.
<b>Reason for leaving</b>

<b>Name and address of employer</b>
<b>Position held</b>
<b>Dates employed</b>
<b>Salary</b> £.....per annum
<b>Key roles/achievements</b>  1.  2.  3.
<b>Reason for leaving</b>

**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

- 1.
- 2.
- 3.

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



Position

Position

**PART I: SUPPORTING STATEMENT**

**PART J: DECLARATIONS**

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)

**PART K: GUIDANCE NOTES FOR JOB APPLICATION**

**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 will be liable to disqualification from further consideration or to being summarily dismissed from their appointment.**