



## PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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 www.peasedownstjohnparishcouncil.gov.uk

### **PERSON SPECIFICATION – Grounds & Maintenance Manager**

Factor	Essential	Desirable
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Relevant training/experience in horticulture.</li> <li>• Full driving licence (with towing capability)</li> <li>• Relevant training/experience of grounds and property maintenance.</li> <li>• Previous supervisory or managerial experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Safety Training</li> <li>• Register of Play Inspectors Outdoor Operational Certificate*</li> <li>• Emergency First Aid at Work*</li> <li>• Chapter 8 – Signing, Lighting &amp; Guarding*</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Managing Self and Others - ability to organise own time and the time of the team, in order to meet project targets.</li> <li>• Able to set team goals and to work together to deliver targets.</li> <li>• Demonstrate ability to develop and implement projects, including delivering projects to deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Safety/First Aid- ensuring Health &amp; Safety and First Aid policies are adhered to.</li> <li>• Competent using IT software, in particular Microsoft Office.</li> <li>• Knowledge of KPI and other performance measures.</li> <li>• Knowledge of the operating environment of the Council.</li> </ul>
<b>Qualities and Attitudes</b>	<ul style="list-style-type: none"> <li>• Flexible, pro-active and hands on approach to tasks.</li> <li>• Supportive - demonstrating loyalty and commitment to the organisation and colleagues in past employment.</li> <li>• Trustworthy.</li> <li>• An approachable, open, and welcoming personality, able to maintain good relations with a range of differing groups.</li> <li>• An enthusiastic, energetic, empathetic, confident, and organised individual who sets high standards and constantly seeks improvement for Peasedown St John.</li> <li>• A proven track record of excellent customer service and a commitment to quality service delivery.</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiastic and willingness to adapt to change.</li> </ul>

Factor	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Strong and motivated team player with excellent interpersonal skills and positive approach to both collaborative and independent working.</li> </ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Sound written and oral communication skills with the ability to communicate effectively with others at all levels both internally and externally.</li> <li>• Ability to form sound working relationships.</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Willingness to work and/or attend occasional Council events and functions in the evenings and at weekends.</li> <li>• Willingness to undertake training.</li> <li>• Prepared to work varied hours to meet the needs of the post.</li> </ul>	

\*If not already obtained, these qualifications can be obtained within the role to be actioned within the probationary period. The Council will fund the training courses and support the Grounds & Maintenance Manager to complete these qualifications within the designated timescale.