



PEASEDOWN ST JOHN PARISH COUNCIL
Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk
www.peasedownstjohnparishcouncil.gov.uk

GROUND AND MAINTENANCE MANAGER

Full Time Contract (37 hours per week)

NJC 22-24 £29,439 - £31,099 FTE p.a.

Date: September 2023

Are you a practical person with a 'can do' attitude who can motivate others and have a track record of success?

Peasedown St John Parish Council is seeking to recruit a Grounds and Maintenance Manager to join its growing friendly team. We are looking to expand the current grounds maintenance activities in-house.

You will need to have a full driving licence, relevant horticultural, grounds and maintenance experience and previous experience of working in a supervisory or managerial capacity. You will also be expected to support the maintenance of council owned and maintained facilities and ensure health and safety and compliance are adhered to at all times.

Sites include: Ashgrove Cemetery; Beacon Hall & Field; Braysdown Allotments; Ecewiche Green; Miners' Welfare Recreation Ground; various areas of open space including verges, bunds, and footpaths.

As part of a small team, the role will be both busy and varied. The right candidate will have great interpersonal skills adaptable to the needs of the role. There will be times when you are required to work closely with the public, volunteers, the Council's staff, and Councillors.

There will be project work and a need to implement ideas and develop a high-quality effective and cost-efficient service.



PEASEDOWN ST JOHN PARISH COUNCIL JOB DESCRIPTION

Job Title: Grounds and Maintenance Manager	Reportable to: Parish Clerk
Line Manager To: Caretaker and Assistant Caretaker	Location: Based at Beacon Hall but job role covers various sites across the parish
Contract Type: Permanent Full Time	Hours of Work: 37 hours per week at times agreed with the Clerk/Council. Some flexibility to support holiday cover and events.
Holidays (pro-rata): 8 bank holidays; 2 extra statutory days; Annual Leave of 21 days with 4 additional days after not less than 5 years continuous service. A further 1 day following annual salary review 2022/23.	Pension: Local Government Pension Scheme (Avon Pension Fund)
Probation Period: 13 weeks from date of appointment for new appointees.	Qualifications Required: Full driving licence (with towing capability) Chapter 8 Signing, Lighting & Guarding* Emergency First Aid at Work* Register of Play Inspectors Outdoor Operational Certificate* Experience of horticulture, ground and property maintenance is essential. Previous supervisory or managerial experience.
Exempt/Not Exempt from Rehabilitation of Offenders Act 1974? Not exempt – all convictions to be disclosed.	DBS Check Required? Yes

*If not already obtained, these qualifications can be obtained within the role to be actioned within the probationary period.

Please Note:

- Some of the duties listed below may be affected by seasons/weather.
- During times of absence an Acting Deputy for the Clerk may be required, this person will be nominated by the Clerk or Chair of the Personnel Committee or Chair of the Council.

Job Purpose

1. To supervise the Grounds Maintenance Team at the direction of the Parish Clerk.

Duties and Responsibilities

1. Grounds Maintenance and other Responsibilities

- 1.1 Ensuring that all duties are completed by you or your team, as detailed in the attached list.
- 1.2 Use and management of vehicles and equipment in accordance with routine operational requirements.
- 1.3 Administrative tasks associated with the post.
- 1.4 Attending and providing support to Council events outside normal working hours, as requested by the Clerk.
- 1.5 Carrying out any other reasonable duties as required.



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2. Managerial Responsibilities

- 2.1 Leading the team in carrying out tasks, ensuring that the team's workload is prioritised effectively.
- 2.2 Ensuring that the team works efficiently, and service improvements are identified and implemented.
- 2.3 Ensuring all team members adhere to safe systems of work and that all machinery and equipment is used in accordance with Health and Safety guidance.
- 2.4 Ensuring that all documentation in relation to work carried out and management of the team members is completed comprehensively and kept up to date.
- 2.5 Supporting Parish Council outside area projects, as determined by the Clerk.
- 2.6 Monitoring Parish Council assets in conjunction with the Clerk.
- 2.7 Ensuring quality standards and performance targets are achieved.
- 2.8 Acting as a brand ambassador and representing Peasedown St John Parish Council as required.
- 2.9 Making recommendations to the Clerk regarding improved work systems, labour, and machinery utilisation.
- 2.10 Offering suggestions for development and improvement of outside areas throughout the parish.
- 2.11 Liaison and partnership working with volunteers, other bodies and B&NES Council when required.
- 2.12 Working with the Clerk to ensure budgets and financial targets are achieved.
- 2.13 To undertake training as required.

3. Health and Safety Responsibilities

- 3.1 To undertake duties in line with legislation and the Parish Council's Health and Safety policy, specifically:
 - 3.1.1 To ensure that the Health and Safety policy is adhered to.
 - 3.1.2 To create and ensure risk assessments are current and fit for purpose.
 - 3.1.3 Work to actively promote good employee relations and safety practices.
 - 3.1.4 To act as a fire marshal and first aider.
 - 3.1.5 To ensure staff are effectively trained and competently use the appropriate equipment including the use of required PPE.

This job description serves to illustrate the scope and responsibilities of the role and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.



PEASEDOWN ST JOHN PARISH COUNCIL PERSON SPECIFICATION

	Essential	Preferred
Qualifications / Experience	<ul style="list-style-type: none"> Relevant training/experience in horticulture. Full Driving Licence (with towing capability) Relevant training/experience of grounds and property maintenance. Previous supervisory or managerial experience. 	<ul style="list-style-type: none"> Health & Safety Training Register of Play Inspectors Outdoor Operational Certificate* Emergency First Aid at Work* Chapter 8 – Signing, Lighting & Guarding*

*If not already obtained, these qualifications can be obtained within the role to be actioned within the probationary period.

Attributes & Criteria	Essential / Desirable
Knowledge and Experience	
<ul style="list-style-type: none"> Managing Self and Others - ability to organise own time and the time of the team, in order to meet project targets. 	Essential
<ul style="list-style-type: none"> Able to set team goals and to work together to deliver targets. 	Essential
<ul style="list-style-type: none"> Demonstrate ability to develop and implement projects, including delivering projects to deadlines. 	Essential
<ul style="list-style-type: none"> Health & Safety/First Aid- ensuring Health & Safety and First Aid policies are adhered to. 	Desirable
<ul style="list-style-type: none"> Competent using IT software, in particular Microsoft Office. 	Desirable
Personal Styles and Behaviours	
<ul style="list-style-type: none"> An approachable, open, and welcoming personality, able to maintain good relations with a range of differing groups. 	Essential
<ul style="list-style-type: none"> An enthusiastic, energetic, empathetic, confident, and organised individual who sets high standards and constantly seeks improvement for Peasedown St John. 	Essential
<ul style="list-style-type: none"> Enthusiasm, energy and passion and a proven track record of excellent customer service. 	Essential
<ul style="list-style-type: none"> Strong and motivated team player with excellent interpersonal skills and positive approach to both collaborative and independent working. 	Essential