

Grounds and Property Maintenance Operative Haddenham Parish Council

Location: Haddenham, Buckinghamshire

Salary: NALC pay scale SCP7-12 £25,584 - £27,711

Hours: 37 per week Mon-Fri with very occasional weekend work and some flexibility on working times.

Pension Scheme: The People's Pension

Annual leave: 23 days + 2 statutory days, rising to 26 days after 5 years' service.

Reporting to: Facilities Manager

Contract: Full-time, Permanent

About Haddenham

Haddenham is a picturesque village in Buckinghamshire, with a large conservation area, and vibrant community spirit. The village boasts well-preserved traditional architecture, many public open spaces, and a variety of local amenities, making it a desirable place to live and work. With a strong sense of community and an active parish council, Haddenham is committed to maintaining and enhancing its outdoor spaces for the enjoyment of all residents. The village has been identified for a significant amount of growth and with that growth comes new amenities, which the Parish Council is taking responsibility for. Some of these new facilities have already been transferred and some are to come.

Job Overview

We are seeking a dedicated and skilled Grounds and Property Maintenance Operative to join our Parish Council team in a new role aimed at bringing the grounds maintenance service in-house. Reporting to the Facilities Manager and under the supervision of the Grounds and Property Maintenance Supervisor, you will be responsible for maintaining and enhancing the village's green spaces, ensuring they remain attractive, safe, and well-kept for the enjoyment of all residents.

Key Responsibilities:

- Assist in the delivery of a high standard in-house maintenance service, across all public open spaces, playing fields, buildings and devolved responsibilities.
- Perform a variety of horticultural tasks including mowing, pruning, planting, weeding, and general landscaping.
- Undertake a range of minor buildings and street furniture repairs and maintenance.
- Operate and maintain grounds maintenance equipment, ensuring all tools and machinery are in safe working order.
- Monitor the condition of playing fields, playgrounds, and other recreational facilities, reporting any issues to the Supervisor.
- Follow maintenance schedules and complete assigned tasks efficiently.
- Ensure compliance with health and safety regulations at all times.
- Support the Supervisor in planning and executing maintenance projects.
- Provide a professional public face of the Parish Council and feedback any issues in a timely manner.

Grounds and Property Maintenance Operative

Person Specification

Skills and Qualifications:

- **Experience:** Previous experience in grounds maintenance or a related field is essential.
- **Horticultural Knowledge:** Basic horticultural knowledge and a passion for working outdoors.
- **Equipment Handling:** Proficiency in operating and maintaining grounds maintenance equipment.
- **Certification:** Relevant qualifications such as NVQ Level 2 in Horticulture or equivalent.
- **Health and Safety:** Familiarity with health and safety regulations and practices, ideally holding a certificate such as a Level 2 Award in Safe Use of Pesticides (PA1/PA6) or equivalent.
- **First Aid:** First Aid certification is desirable.
- **Driving License:** A full UK driving license is desirable but not essential.
- An enhanced DBS check will be carried out for the role.

Personal attributes:

- A passion for working outdoors.
- Good organizational and time management skills.
- Strong attention to detail and a commitment to high standards of work.
- Ability to work as part of a team and take direction from supervisors.
- A proactive and flexible approach to work.
- Willingness to undertake training.

What We Offer:

- Competitive salary, pension and annual leave package.
- Opportunity to be part of and help to shape a new in-house service.
- Supportive working environment with opportunities for professional development and training.
- The chance to contribute to the upkeep and improvement of community spaces.

Application Process:

Interested candidates are invited to complete an application form which can be downloaded from the Haddenham Parish Council website. Applications should be sent to facilities@haddenham-bucks-pc.gov.uk by 9am on Monday 30th September 2024.

Contact Information:

For further information about the role, please contact Ian Final, Facilities Manager facilities@haddenham-bucks-pc.gov.uk 01844 292411.

Haddenham Parish Council is committed to equal opportunities and welcomes applications from all sections of the community.