
Grounds Maintenance Assistant Job Description & Personal Specification

Six Month Fixed Term Contract – March to August 2024

Salary £11.44 per hour

Part-time, 21 hours per week

Job Description

The Grounds Maintenance Assistant will support the Clerk, Grounds Maintenance Supervisor, and other colleagues to ensure the smooth day to day running of the Council operations and service delivery with its function as a local authority.

The postholder will help the Council to achieve its aims and objectives, working with others to ensure that the statutory and other provisions governing or affecting the running of the Council are observed.

To comply with statutory requirements and regulations, policies, and procedures, particularly in relation to equal opportunities and health & safety.

Making themselves familiar with the Council's health and safety policy and fulfilling any duties, responsibilities, or tasks relevant to their post

Duties

To support Theale Parish Council with day-to-day grounds and building maintenance which may include:

To assist with the undertaking of scheduled and non-scheduled works including cleansing, maintenance, and landscape works.

To assist with the undertaking of scheduled works and non-scheduled works of the sports pitches and recreational facilities.

To undertake maintenance of the council's street furniture, to include benches, litter bins, dog poo bins and streetlights.

To assist with repairs and routine maintenance to car parks and community buildings as instructed which may include general labouring tasks.

To assist conduct inspections and maintenance of the councils' open spaces, sports pitches & play areas and skatepark as instructed.

To assist as part of a front-line service during severe weather events such as snow or flooding.

While performing operational duties, operate within the requirements of the Council's Health and Safety policies.

To undertake any reasonable task requested by the Clerk or your Line Manager.

Events

To support with the delivery of Council events such as the Annual Parish Meeting, Remembrance Day Service, Summer Fete & Christmas Event.

To conduct overtime as required to assist with scheduled events.

Always present a professional image when representing the Council.

Training

To undertake training courses/personal development as relevant to this role and to ensure a safe working environment for yourself and others.

Safeguarding

Understand what is meant by safeguarding vulnerable groups (children, young people, and adults) and how to raise concerns through the appropriate body.

To raise any safeguarding concerns with the Clerk or relevant authority

Personal Specification - Core Skills and Competencies:

Skill / Competency	E = Essential D = Desirable
Good communication skills	E
Good organisational, planning, and time management skills	E
Good accuracy and attention to detail	E
Self-motivated to work independently under supervision	E
Ability to work in a team environment	E
Ability to work in a flexible way	E
	E
	D
	D
	D
Experience of community events	D

Qualifications and Experience:	E = Essential D = Desirable
	D
	D
Excellent standard of the English language and grammar.	E