

**CIRENCESTER TOWN COUNCIL
JOB DESCRIPTION**

Title:	Seasonal Grounds Person/Park Ranger (May to end of October 2017)	
Pay:	£7.50 per hour 37hrs per week (additional hours may be available from time to time)	
Responsible to:	Land Management Officer Estate Services Manager	
Liaison with:	Within the Council:	All Groundstaff/Office Staff
	Outside the Council:	The general public
Main Purpose:	<ol style="list-style-type: none">1) General Grounds Care2) Maintenance of Shrubberies and Borders3) Grass Cutting/Strimming4) Park keeper duties which will involve dealing with the public, handling bookings for sports facilities and general cleaning5) Assisting other Groundsmen6) Basic vehicle/machine maintenance	
Other Duties:	<p>The Council operates in a flexible way where all staff try to help each other. The post holder is expected to share in this.</p> <p>The post holder is expected to carry out such duties as may be allocated.</p> <p>The post holder will be required to be on an Emergency Duty Team rota outside of normal office hours.</p>	
Conditions of Service:	<p>The post is subject to two weeks notice on either side, subject to the minimum statutory requirements.</p> <p>The post will be based at the Abbey Grounds Depot/St. Michael's Park and will involve evening and weekend duties.</p> <p>The postholder will be required to comply with the Council's Health and Safety Policy.</p> <p>The postholder will be required to undergo a DBS check.</p>	

Contd.

PERSON SPECIFICATION

Requirements	Essential or Desirable	Method of Assessment
Qualifications		
Current full driving licence in order to drive Council vehicles when necessary	Essential	Application/Interview
NVQ in Amenity Horticulture or similar	Desirable	Application/Interview
Pesticide Application PA1 and PA6 Certificate	Desirable	Application/Interview
Experience		
Time in a similar role	Desirable	Application/Interview
Skills		
Use of Equipment	Desirable	Application/Interview
Other		
Proactive/self motivated	Essential	Application/Interview
Ability to prioritise and meet deadlines	Essential	Application/Interview
Ability to maintain confidentiality	Essential	Application/Interview
High level of judgement, tact, discretion and initiative	Essential	Application/Interview