



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

**APPOINTMENT OF GROUNDS MAINTENANCE
OPERATIVE**

APPLICATION PACK

containing

Copy advertisement
Supplementary details
Job Description
Person Specification
Equal Opportunities Monitoring form
Application Form



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Offers an exciting opportunity in Cambourne a rapidly developing Community which is served by Cambourne Parish Council. As Cambourne develops the parish Council is transferred facilities to make Cambourne a sustainable Community. The Parish Council has been transferred so far Crow Hill allotments, the Burial Ground, The Hub Community Centre, Skateboard Park, MUGA, three Play Areas, two Village Greens, Trailer park, Cricket Pavilion, Sports Fields, Bowling Green and Kick About area. In the coming year the Parish Council will also receive the transfer of further Allotments in Upper Cambourne, a site for a Scout/Guide building and a second cricket wicket and outfield .

To enable the Parish Council to fulfil the needs of the Community we are looking to enhance our existing Ground Staff with the addition of the following post.

GROUNDS MAINTENANCE OPERATIVE UP TO 40 HOURS PER WEEK SALARY SCALE £15,570 TO £16,278 (SCP 13-16)

To maintain the Parish Council's land and property to a high standard.

Maintenance of the following areas:

- The burial ground in Back Lane.
- The areas of Great Cambourne and Lower Cambourne Green.
- The play areas and equipment at Great Cambourne Green, Eco Park Play Area, teenage hangout and lower Cambourne Play Area.
- The Hub Community Centre including the car park, grass areas and flowerbeds thereon.
- The MUGA and Sports Pitches Phase 1 and 2.
- The Skateboard Park.
- Bowling Green.
- And all other land and buildings that come into the Parish Councils ownership/responsibility.

Application form, job description and person specification are available from:

John Vickery (Parish Clerk),

The Hub, High Street,

Cambourne, Cambridge CB23 6GW

Telephone: 01954 714403 Email: clerk@cambourneparsihcouncil.gov.uk

Closing date Tuesday 1ST September 2009



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

APPOINTMENT OF GROUNDS MAINTENANCE OPERATIVE

Cambourne Parish Council was formed in June 2004 with 13 members. The current population of Cambourne is approximately 6,500 but is expected to rise rapidly over the next few years to a possible maximum of 10,000. Cambourne is a completely new community 9 miles west of Cambridge where building on 3,000 homes started in 1998.

Cambourne comprises three village settlements namely Great Cambourne, Lower Cambourne and Upper Cambourne (being built). The Parish Council is in the process of receiving many assets, facilities and responsibilities, passed to them under Section 106 agreements between the developers and the South Cambridgeshire District Council and is in the process of establishing systems and policies to embrace those duties over the next five years. Typically, the Council can expect to take responsibility for

- Allotments
- Burial Ground
- Children's' Play areas
- Amenity areas
- Sporting areas (football, tennis, cricket etc) and
- A Community centre,

and possibly other assets.

The Council expects therefore to take on more duties and responsibilities as time passes.

The post will be based on 40 hours per week and in accordance with the National Scheme of Conditions of Employment for Local Government Services (the Green Book). Any hours specifically authorised in addition to 40 per week will be compensated by time off in lieu or overtime payments, but the Council will expect working hours to average no more than 160 over a four-week period.

The Salary, from 1st April 2008, is based on the new National Scales in respect of which the Council has agreed the assimilation at SCP 13-16 to recognise the changing nature of the duties of this post (£15,570 TO £16,278). The starting point will depend upon experience and qualifications and annual increments will be paid subject to satisfactory service. The appointment will be subject to a six month probationary period and to satisfactory references.

The Council is an equal opportunities employer and operates a non-smoking policy in Council premises.

Applications are to be returned to

***John Vickery Clerk to the Parish Council
Parish Office, The Hub,
Cambourne community Centre,
High Street,
Cambourne,
Cambridge.
CB23 6GW.
Tel 01954 714403
E-Mail clerk@cambourneparishcouncil.gov.uk***

by not later than **Tuesday 1ST September 2009**

Interviews of selected candidates will be held in The Hub.



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

JOB DESCRIPTION

JOB TITLE: **GROUNDS MAINTENANCE OPERATIVE**

RESPONSIBLE TO: The Parish Clerk

PURPOSE OF POST: To maintain the Parish Council's land and property to a high standard

- RESPONSIBLE FOR:**
- 1 Maintenance of the following areas:
 - The burial ground in Back Lane.
 - The areas of Great Cambourne and Lower Cambourne Green.
 - The play areas and equipment at Great Cambourne Green, Eco Park Play Area, teenage hangout and Lower Cambourne Play Area.
 - The Hub Community Centre including the car park, grass areas and flowerbeds thereon.
 - The Lower Cambourne Cricket wicket, MUGA and sports pitches.
 - The Skateboard Park.
 - And all other sites that come into the Parish Councils ownership.

 - 2
 - (a) Maintaining the sites identified above
 - (b) Digging by spade or by fork or other suitable implements including hoeing and weeding by hand or implement
 - (c) Planting out from pots or trays to flower beds and hanging baskets
 - (d) Tree planting including the necessary staking and tying
 - (e) Inspecting play equipment and safety surfaces at the Parish Councils playgrounds throughout the village twice weekly and maintaining them in a safe and satisfactory condition and reporting any un-repairable faults to the Parish Clerk
 - (f) Periodically inspecting the seats within Parish Council ownership, reporting any defects to the Parish Clerk and regularly decorating and maintaining seats
 - (g) Periodically inspecting trees and reporting any problems to the Parish Clerk
 - (h) Inspecting and ensuring that life belts are in position at The ponds under the responsibility of the Parish Council and reporting any losses/faults to the Parish Clerk.
 - (i) The regular collection and disposal of any litter left on the Parish Councils land.
 - (j) The collection and disposal of items of rubbish from litter bins on areas within the Parish Councils control

and the repair and maintenance of such bins

- (k) To attend such training sessions as the Parish Council may from time-to-time arrange in connection with these duties and with Health and Safety at work, fire precautions and action etc, Control of substances Hazardous to Health etc
- (l) Assisting as required at Parish Council functions including setting up and maintaining road closures and other duties that may be reasonably agreed
- (m) Undertaking basic repairs and maintenance to Parish Council capital assets including the Hub, Temporary Changing Rooms, and other buildings that fall under the ownership of the Parish Council
- (n) Creation, repair and maintenance of walls and hardstandings in the control of the Council

OTHER DUTIES:

Undertaking any other appropriate duties as determined from time to time by the Parish Clerk to achieve the aims and requirements of the Parish Council.

EQUIPMENT

The Parish Council will be responsible for the provision of all necessary protective clothing to comply with the Health and Safety at Work legislation in force from time to time and it will be the responsibility of the Grounds Maintenance Operative to use and maintain such protective clothing and equipment in a proper manner. The Parish Council will provide all necessary tools to allow the Grounds Maintenance Operative to undertake his duties and these will be cared for and maintained by the Grounds Maintenance Operative in a proper manner at all times and will be used only for the purposes for which they are designed except by prior arrangement.

Code of Conduct

- The Grounds Maintenance Operative will be required to abide by any National Code of Conduct for Local Government Employees that may be adopted by the Council, and shall at all times act in a manner such as will not bring disrepute or criticism upon the Council.



CAMBOURNE PARISH COUNCIL

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APPOINTMENT OF GROUNDS MAINTENANCE OPERATIVE

PERSON SPECIFICATION

Applicants should have the following: (E: essential, D: desirable)

- 1 Proven experience of staff supervision (E)
- 2 A full driving licence or a willingness to obtain a driving licence within an agreed period. (E)
- 3 Qualification (D) or experience in grounds maintenance work (E)
- 4 Demonstrable experience in at least one building trade (D).
- 5 Experience in the use of equipment such as mowers and other power tools (D)
- 6 A sound knowledge of Health and Safety issues related to grounds maintenance work (E)
- 7 Sound interpersonal skills, including the ability to communicate orally and in writing effectively and sensitively with other staff, elected members, other authorities or bodies and members of the public (E)
- 8 The ability to work to deadlines and to plan work efficiently under pressure (D)
- 9 The ability to work both outdoors and indoors in a variety of circumstances (E)
- 10 The ability to assimilate information clearly and concisely and to maintain meticulous records (D)
- 11 The ability to relate well to colleagues and to respond to a changing environment (E).
- 12 A proven record of good attendance and low un-certificated sickness (E).



CAMBOURNE PARISH COUNCIL

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APPOINTMENT OF GROUNDS MAINTENANCE OPERATIVE EQUAL OPPORTUNITIES APPLICANT MONITORING FORM

Cambourne Parish Council is committed to effective and open Local Government and is also committed to equal opportunity in employment.

For these reasons applicants are requested to submit this questionnaire with their application.

The information supplied is strictly confidential and will be used for statistical purposes only and will not be used to select applicants for interviews or appointment.

Are you Male or Female?.....

ETHNIC ORIGIN

- | | | | | | |
|-------------------|--------------------------|---------------|--------------------------|--------|--------------------------|
| Black Caribbean | <input type="checkbox"/> | Black African | <input type="checkbox"/> | Indian | <input type="checkbox"/> |
| Other Bangladeshi | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| White European | <input type="checkbox"/> | Chinese | <input type="checkbox"/> | | |

Where did you see the advertisement for this post?

- | | | | | | |
|------------------------|--------------------------|-----------------|--------------------------|--------------|--------------------------|
| Village notice board | <input type="checkbox"/> | Cambourne Crier | <input type="checkbox"/> | Hunts Post | <input type="checkbox"/> |
| Cambridge Evening News | <input type="checkbox"/> | Town Crier | <input type="checkbox"/> | Royston Crow | <input type="checkbox"/> |
| Word of mouth | <input type="checkbox"/> | Other | <input type="checkbox"/> | how?..... | |



CAMBOURNE PARISH COUNCIL

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APPLICATION FORM FOR THE POST OF **APPOINTMENT OF GROUNDS MAINTENANCE OPERATIVE**

PERSONAL DETAILS

Title Forenames Surname
(or first names) (or second name)

Address

Post Code

Date of Birth

Telephone -Home

Work

National Insurance Number

If you have completed this form on behalf of someone else, please tick this box

Do you have any form of disability or mobility problem of which the Council should be aware?

EQUAL OPPORTUNITIES

Applicants are assured that the information contained in the First Section of this Application Form is NOT made available to those persons responsible for selecting candidates for interview.

PRESENT OR MOST RECENT EMPLOYER

Employer's name and address

Post code

Tel number

Position held

Date appointed

Range/Grade and salary

Notice required

Brief details of duties/responsibilities and how they relate to this Post.

Reasons for leaving (*if applicable*)

PREVIOUS EMPLOYMENT

Start with the most recent and include any unpaid activities. Use an extra sheet if needed

Name and address of employer	Date		Position held	Brief details of duties/responsibilities
	From	To		

EDUCATIONAL QUALIFICATIONS

Please give details (from age 14) of relevant qualifications with examination dates and results. Please include membership of any professional institutions – indicating whether or not obtained by examination.

From	to	Examinations taken	School/college/university attended	Qualifications obtained

TRAINING COURSES/PROFESSIONAL MEMBERSHIP

Date	Course/membership or qualification

ADDITIONAL INFORMATION

Please indicate how your qualifications, experience and relevant skills/activities fit you for this Post. Please also provide information (including any outside activities or interests) you consider appropriate to support your application, together with any particular reasons you may have for applying for this Post. (*Continue on a separate sheet if necessary*)

HEALTH

How many days sick leave have you taken from work in the last two years? (a) overall.....
(b) uncertificated....

REFERENCES

Please give details of two persons to whom reference may be made in connection with this application.

FIRST REFEREE

Name
Address
Occupation
Relationship to you
Post code
Tel Number

SECOND REFEREE

Name
Address
Occupation
Relationship to you
Post code
Tel Number

REHABILITATION OF OFFENDERS

Have you ever been convicted, cautioned or Court Martialled for any criminal offence? If so, please detail (*This question does not apply to "spent" convictions*)

If 'Yes', do you have any objection to the Council instigating a Criminal Records Bureau check in relation to the above?

DECLARATION

Are you related to, or have a close relationship with, any Councillor or employee of Cambourne Parish Council? If so, please give details. (*Failure to disclose any such relationship which is known to you will disqualify you for appointment and, if appointed, will render you liable for dismissal.*)

PLEASE NOTE that canvassing of any member or officer of Cambourne Parish Council in whatever form will disqualify you from this appointment.

I declare that all the information given above is correct

Signature of applicant
(*or person completing this Form*)

Date

RETURNING YOUR APPLICATION FORM

Thank you for taking the time to complete this Form. Please return it, together with your Equal Opportunities Monitoring Form, to

John Vickery Clerk to the Parish Council Parish Office, The Hub, Cambourne community Centre, High Street, Cambourne, Cambridge. CB23 6GW.

Tel 01954 714403 E-Mail clerk@cambourneparishcouncil.gov.uk