

# Abbots Langley Parish Council



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Mr. T. Perkins, Clerk to the Council

[www.abbotslangley-pc.gov.uk](http://www.abbotslangley-pc.gov.uk)

30th May 2014.

Dear Applicant,

## Grounds & Maintenance Person (Seasonal)

Thank you for your interest in the above vacancy. Applications close on Friday 13<sup>th</sup> June 2014.

If you are invited for interview, it is likely that these will be held w/c 16<sup>th</sup> June.

Normal working hours are 08:00-16:00 (Friday 15:30), totalling 37 hrs/week. Overtime is sometimes available on Saturday mornings, on an as required basis and when events such as the Carnival take place.

This is a temporary role for summer peak workload cover and is likely to last c. 26 weeks.

The annual salary for this position, which will be paid pro-rata, is £15,189 to £15,882 (NJC Scale Point 12-14), plus £806 London Inner Fringe Area Weighting, dependant on previous experience. Overtime is paid at 1.5 times the usual hourly rate for any additional hours worked.

Annual leave is 21 days/pa, 25 days if you have over five years of continuous local government service. Statutory public holidays are observed and in addition there are two days annual leave that are granted by the Parish Council, these are usually taken between Christmas and New Year, although there is a requirement that staff are available during this period. Annual leave will be confirmed on appointment.

This role may require the holder to drive Parish Council vehicles, so the requirements on driving experience, convictions and penalty points are important. Full details are on the application form. If you cannot drive this does not preclude you applying for the position.

The role is primarily an outside one, in all weathers. Please only apply if you are prepared to work outside in sometimes challenging weather.

If you have any questions about the position or application process, call the Parish Council office.

Yours sincerely,

Tim Perkins  
Clerk to the Council

[tim.perkins@abbotslangley-pc.gov.uk](mailto:tim.perkins@abbotslangley-pc.gov.uk)

Abbots Langley Parish Council  
Job Description



**Job Title :** Grounds & Maintenance Person (Summer Cover) - Works Team

**Reports to:** Works Manager

**Overall Responsibilities:**

To carry out to a high standard ground maintenance on playing fields and other open spaces, managed by the Parish Council. To carry out repair and maintenance works to Parish Council properties and facilities.

**Key Performance Areas:**

- To carry out grounds maintenance works on the open spaces managed by the Parish Council, including grass cutting, turf maintenance, pitch marking, shrub & hedge pruning, planting, fence repairs and any other duties that may from time to time be required.
- To maintain to a high standard football pitches, including pre-season preparation and end of season renovation.
- To carry out and/or maintain external contract work to the standard defined in the contract.
- To maintain and carry out repairs and maintenance to council halls, council office and other facilities.
- Ensure that council works depot, facilities are kept clean, tidy and secure at all times.
- To maintain council vehicles to roadworthy standard, by ensuring that they are kept clean, tidy, to complete vehicle maintenance sheets on weekly/monthly as directed and report damages to the Works Manager.
- To operate council plant, machinery and vehicles in a safe and secure manner, to undergo further training as and when required on horticultural /agricultural equipment.
- To carry out as directed; litter picking of council playing fields and facilities, to ensure litter and dog bins are emptied of refuse removed as and when required. All to be disposed of in line with work instructions.
- To report all incidents of vandalism, damage and remedial work required.
- To carry out application of chemicals/products as directed. In line with manufacture specification and work instructions and in accordance with Health & Safety requirements.
- To wear council uniform, personal protective equipment and to comply with the council's Health & Safety policy and relevant legislation. To maintain all attire in a clean and proper condition.
- To attend training courses as required.
- Undertake any other tasks commensurate with the job and grades as may be required from time to time.

**Signed (Job Holder):** ..... **Date:** .....

**Signed (Manager):** ..... **Date:** .....



Employment Application Form

Position: Grounds & Maintenance Person (Summer Cover)  
Reports to: Works Manager  
Date: Recruiting May 2014

**Please complete this form in black ink.** It will be to your advantage to complete it as fully as possible, even if you also enclose a CV, in order to ensure you are compared fairly with other applicants.

Please make sure you read the enclosed job details carefully and show how your experience and qualifications would enable you to fulfil the role.

The information which you give is strictly confidential and will be used only for the purpose for which it has been supplied.

**Data Protection**

If you are appointed the information from this form will be stored on a Sage Payroll System, for the purpose of payroll and HR administration.

Applicant details:

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Are you related to a member or employee of Abbots Langley Parish Council ? Yes / No

If yes: \_\_\_\_\_

How did you find out about the post? \_\_\_\_\_

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Educational Achievements			
School & Further Education (Secondary onwards)	Qualifications Achieved	Year	Grade (If relevant)

Professional And Vocational Qualifications			
Institute or Professional Body	Qualifications Achieved	Year	Grade (If relevant)

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Employment Record	
Current or most recent employer: _____	
Address: _____ _____	
Postcode: _____ Immediate Manager: _____	
Reason for Leaving: _____	
Start Date: _____ Notice Period: _____	
Leaving Date: _____	
Brief Description of Duties: _____ _____ _____	

Previous Employers (Most Recent Employment First - 10 yrs max.)			
Employer's Name and Postcode	Position	Dates	Reasons for Leaving

Abbots Langley Parish Council

References

Current or Immediate Past Employer

Referee: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Email: \_\_\_\_\_

Capacity in which known: \_\_\_\_\_

\_\_\_\_\_

Second Reference, previous employer or personal contact.

Referee: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Email: \_\_\_\_\_

Capacity in which known: \_\_\_\_\_

\_\_\_\_\_

*Note: References will not be taken up until an offer of employment has been made.*

Personal Statement

Please give any other information which you feel would assist us in assessing your suitability for this position. Use further sheets if necessary.

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Driving Record			
Date	Reason for Conviction or Fixed Penalty	Conviction Code	No. of Points
Date driving test passed:			
A full driving licence is required for this role. The Parish Council will require that anyone considered for employment must have held a full UK driving licence for more than two years, not have more than six penalty points on their licence, or been subject to a driving ban in the past ten years.			

Declaration
<p>Note. The following will result in disqualification from the interview process or dismissal.</p> <ol style="list-style-type: none"> <li>Canvassing a Member or Senior Officer of the Council</li> <li>Failure to disclose a relationship with a member or employee</li> <li>Failure to disclose convictions under the Rehabilitation of Offenders Act 1974</li> <li>Knowingly giving false information on application form</li> </ol> <p>I confirm that I have the right to unrestricted residence and employment in the United Kingdom. The information which I have given in this form is true to the best of my knowledge.</p> <p>Signed: _____ Date: _____</p> <p><i>If successful you will be asked to present various statutory documents and these will be copied, so that the Parish Council can carry out pre-appointment "Right to Work" checks.</i></p>