

Applications are invited from suitably experienced individuals for the vacancy of Groundsperson with South Hetton Parish Council. The position is based in South Hetton Welfare Park, but you will be expected to work at various locations throughout South Hetton.

You will be expected to undertake a wide range of duties as part of a small team. The range of manual duties which include general maintenance of council property, maintenance of open spaces, allotments, playing fields and other areas managed by the Parish Council. The post is physically demanding and the role is based outdoors where the post holder will be expected to work in all weather conditions.

The position is a permanent appointment based on an average of 37 hours. The working arrangements being based on a system of “annualised hours”, 40 hour week from the beginning March to the end of October, 30 hour week from beginning of November to the end of February. The salary being Spinal Column Point 7 £26,403.

For further information regarding the post and to obtain an application form, please contact the Clerk to the Parish Council on 01429 270045 or email clerk@southhettonparishcouncil.gov.uk

The closing date for applications is 19 September 2025.

SOUTH HETTON PARISH COUNCIL

JOB DESCRIPTION

Job Title:	Groundsperson
Responsible to:	Clerk to the Parish Council
Location:	The Post is based in South Hetton Welfare Park but the post holder will be expected to work at various locations throughout South Hetton.
Salary:	Spinal Column Point 7 £26,403

DESCRIPTION OF ROLE

To undertake as part of a small team a range of manual duties which include general maintenance of council property, maintenance of open spaces, allotments, playing fields and other areas managed by the Parish Council. The post is physically demanding and the role is based outdoors where the post holder will be expected to work in all weather conditions.

DUTIES AND RESPONSIBILITIES

1. Horticultural maintenance of grassed and landscaped areas, including grass cutting; weed control; strimming; edging; turfing; planting; pruning.
2. All litter, dog fouling and other detritus is collected from land or property owned by the Parish Council and to dispose of it using appropriate methods.
2. Winter maintenance operations including snow clearing and gritting of the park.
3. Emptying of litter/dog waste bins and filling of dispensers with bags on a daily basis.
4. Fencing, walls or pathways owned by the Parish Council are adequately maintained or repaired.
5. Play equipment is inspected and faults are reported to the Parish Clerk. Daily inspection and maintenance of the Playzone reporting any issues immediately for resolution where it is beyond your ability to resolve.
6. All plant, machinery tools, equipment, is regularly serviced and that it is washed and cleaned at the end of use.
7. The Welfare Park changing facilities are maintained in a clean and tidy condition.
8. During the playing season the football pitches are marked out and the playing surface is suitable for play which includes effective liaison with representatives of the teams hiring the facilities.
9. The cricket field is marked out and the playing surface is suitable for play and wickets prepared as instructed.
10. The bowling green surface is suitable for play.

11. General building cleaning and basic maintenance work including painting.
12. Arboricultural operations including tree planting, pruning and using specialised equipment. Trees, shrubs, bedding plants and bulbs are planted using methods of good practice.
13. Operation of horticultural equipment and completion of maintenance records. Involves driving and using vehicles such as ride on mowers and tractors. To operate other miscellaneous equipment and machinery necessary to the Council's operational needs.
14. Use of hazardous equipment for which training will be given.
15. General maintenance of Council's allotments.
16. Dealing and responding in a polite and courteous manner to public enquiries regarding the welfare park and users of the Playzone.

ADDITIONAL INFORMATION

The above outlines the principal responsibilities and duties of the post but is not exhaustive. A winter and summer schedule of priorities will be provided.

The post holder will be expected to:

- Undertake training necessary to perform the duties of the role.
- Undertake any duties commensurate with the role and at the request of the Clerk or Parish Council or any Councillor
- Work with minimum supervision and use their own initiative.

ORGANISATIONAL RESPONSIBILITIES

Values and behaviours

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Communication

To communicate effectively and to work collaboratively to provide the best possible public service. Communication between staff and partner organisations is imperative in providing the best possible service to our public.

Health, safety and wellbeing

To take responsibility for health, safety and wellbeing in accordance with the council's policies and procedures.

Equality and diversity

As an organisation we are committed to promoting a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

Quality assurance

To understand and adhere to standards and service quality so that the customer and the Council's requirements are met and the highest standards are maintained.

Professional practice

To take responsibility for behaving professionally, ensuring that work is carried out to the highest standards and in line with the Council's stated policies or procedures.

SOUTH HETTON PARISH COUNCIL

PERSON SPECIFICATION

Groundsperson

ESSENTIAL	DESIRABLE	VERIFIED BY
1. Qualifications	<ul style="list-style-type: none">• Horticultural and Landscape Level 2 – Occupational Standard or equivalent• 5 GCSE's to include English and Maths• Certificate in the use of Pesticides PA1 and PA6• Current full clean driving licence	Application form Interview
2. Experience <ul style="list-style-type: none">• Previous experience working in horticulture or grounds maintenance• Experience of working with horticultural machinery and tools including ride on mowers• Ability and confidence to communicate with members of the public	<ul style="list-style-type: none">• Previous experience working in a Welfare Park for a Local Authority• Ability to operate a range of horticulture equipment including power and hand tools, push mowers, strimmers, hedge cutting equipment etc	Application form Interview References
3. Skills/Knowledge/Abilities <ul style="list-style-type: none">• Good verbal communication skills and confidence in dealing with a wide range of people	<ul style="list-style-type: none">• First aid knowledge• Experience of working in a public environment• Knowledge of health and safety issues	Application form Interview References

<ul style="list-style-type: none"> • Ability to understand and follow work instructions in relation to the use of equipment and safe working methods • Ability to work with minimal supervision • Ability to complete relevant paperwork associated with the post • Ability to work within a flexible work environment 		
<p>4. Personal Qualities</p> <ul style="list-style-type: none"> • Ability to work independently and as part of a small team • Self-motivated, energetic and enthusiastic • Willing and physically able to work outdoors and in all weathers • Approachable • Ability to undertake training and development as and when required • Good level of fitness • Good time keeping 		<p>Application form Interview References</p>