



*Duchy Manor,  
Springfield Road,  
Mere,  
Warminster,  
Wiltshire  
BA12 6EW  
Phone: 01747 860701*

e-mail: [lindseywood@merewilts.org](mailto:lindseywood@merewilts.org)  
[www.merewilts.org](http://www.merewilts.org)

## GROUNDS PERSON

## CANDIDATE INFORMATION PACK

## Introduction

---

Thank you for your interest in the role of Grounds Person to Mere Town Council. This pack contains information you may need to support you in making an application.

Applications should be made by completing an “Application for Employment” form and an “Application for Employment – Monitoring Form”. Please submit these forms with a covering email or letter, marked CONFIDENTIAL. CVs will only be accepted as supporting documentation.

Please download, complete and submit the application forms from our website:

[https://merewilts.org/?lsr\\_notice=town-council-vacancy-grounds-person](https://merewilts.org/?lsr_notice=town-council-vacancy-grounds-person)

or further information and to request an application pack, forms and full job description, please contact Mere Town Council: [lindseywood@merewilts.org](mailto:lindseywood@merewilts.org) or Tel: 01747 860701

Applications can be submitted by email to [lindseywood@merewilts.org](mailto:lindseywood@merewilts.org) or by post to:

The Town Clerk,  
Mere Town Council,  
Duchy Manor,  
Springfield Road,  
Mere,  
Wiltshire. BA12 6EW

The closing date for application is **Noon on Thursday, 28<sup>th</sup> April 2022**. Interviews will be held at Mere Town Council offices during the week beginning 9<sup>th</sup> May 2022. Further details will be provided to shortlisted candidates.

We look forward to receiving your application

Lindsey Wood,  
Town Clerk,  
Mere Town Council,  
April 2022

## **Contents**

- **General Information**
- **Job Description**
- **Personal Specification**
- **Summary of Employment**

## General Information

The Parish of Mere is situated in the extreme south-west corner of the County of Wiltshire and the parish boundary also forms the Dorset County boundary.

Nestling beneath the South Wiltshire Downs, large parts of the surroundings are designated as Areas of Outstanding Natural Beauty. There are also a number of sites in and around Mere that provide a wealth of historical and archaeological interest.

Mere has a great sense of community and has many facilities that even larger towns and villages would envy, with its own Library and Information Centre, Museum, Doctors' Surgery, Dentist, Post Office, Chemist, Police and Fire Station, Mere school, a vibrant and successful primary school, shares grounds with a variety of sporting facilities including football, cricket, bowls, tennis, and a skate park.

The town is well provided for with public meeting places in the Grove Buildings and the Lecture Hall and has a number of shops providing the essential basic everyday necessities. There can be few people here who can say that this town has nothing to offer them for their hobbies and pastimes.

The Town Council is directly responsible for public open spaces, sports grounds, play areas, allotments and Mere Cemetery. We also maintain the Churchyard for the Parochial Church Council and carry out some grass cutting of verges and amenity areas on behalf of Wiltshire Council. The Town Council endeavours to maintain its open spaces to a high standard.

The Town Council is independent and is made up of 15 Councillors and employs two full-time grounds staff and three part-time support workers, one administrator and the Town Clerk.

The workforce of the Town Council has increased over the last few years and will continue to do so due to the expansion of the Town.

The Town Council continues to seek ways to improve efficiency and meet targets to achieve quality standards.

This is an exciting opportunity for a highly motivated person to work as part of a friendly team reporting to the Town Clerk.

Further information about Mere Town Council can be found on our website: [www.merewilts.org](http://www.merewilts.org)

## Job Description

Job Title	Grounds Person
Salary	£22,500 - £24,336 depending on qualifications/certificates and experience
Hours of Work:	39 hours per week
Location	Workshop compound based in Mere but working environment is usually within the parish boundary or elsewhere as tasked by the line manager.
Responsible to:	Head Groundsman

### Main purpose of job

To carry out general grounds maintenance duties relating to the work of Mere Town Council.

The Grounds Person's key role is to support the Head Groundsman in ensuring that the sports grounds, recreation grounds, play areas, cemetery, churchyard, allotments and other open spaces are maintained to a high standard and safe condition and fit for purpose. Also, to assist in covering caretaking duties for Town Council buildings if the need arises: Duties will include:

- Grass cutting, using powered mowers and rollers, driving a small tractor and using a variety of power hand tools (strimmer, hedge trimmer etc).
- Horticultural operations including hedge trimming, basic arboricultural work, planting and pruning.
- Driving the Town Council's vehicle with trailer to transport machinery from place to place
- Checking play equipment and play areas and other public facilities and assisting the groundsman with various clerical duties including record keeping and safety documentation.
- General maintenance of Town Council's buildings and facilities including legionella risk management procedures.
- Ensuring that all grounds equipment is maintained to a safe and serviceable condition, in accordance with routine operating requirements to ensure optimum efficiency and workshop facilities are kept clean and tidy.
- Overseeing contractors or suppliers working for the Town Council.
- To carry out minor repairs or renewals (such as painting of benches, fences etc) and the removal of graffiti
- Emptying litter bins throughout the town, including litter-picking (may include clearing and disposal of dog faeces) & maintaining floral displays.
- To work at height (suitably trained) including the erection and removal of Christmas lights
- To carry out all duties ensuring the health and safety of staff and public, within the post holder's areas of responsibility and to ensure that personal responsibilities for health and safety as laid down in the Health and Safety at Work Act are followed.

This list is not exhaustive and you may be asked to carry out other reasonable tasks by management when necessary.

You will be supervised by the Town Council's Head Groundsman and training will be offered where necessary. You should be able to work on your own, using your own initiative and with a positive attitude. As you will be working in the public domain, you will be expected to have a positive attitude

and show respect to members of the public and be well presented and reliable. You should be physically fit, some bending and lifting will be required, you must also be prepared to work outdoors in all weathers. You will need your own safety boots and waterproofs.

All duties to be undertaken in accordance with the Town Council's health and safety practices and policies and child protection policies.

## **HEALTH AND SAFETY**

All employees are required to take care for their own health and safety and that of their colleagues and others affected by their actions. You are required to comply with the Council's health and safety policy and any instructions, training and guidance for health and safety provided to you. You must report to the groundsman or the Town Council any matter that appears to represent a danger to health and safety at work. Managers and Supervisors are responsible for ensuring that proper arrangements are made for the health, safety and welfare of their staff and others affected by their operations. These arrangements include risk assessments, training, guidance, instructions, safe working environment and safe equipment and materials, as detailed in the Council's Health & Safety Policy. The Council's Health and Safety Policy is available to view at the Town Council office.

## **Work Schedule - Mere Town Council Grounds Person**

### **General**

Mere Town Council is responsible for: White Road Recreation Ground, Castle Hill, Long Hill, Kingsmere Open Space, Castle Hill Play Area, Jubilee Approach, Mere Cemetery, St. Michaels Churchyard, Mere Clock Tower, Duchy Manor Grounds, White Road Play Area, Walnut Road Play Area, Wellhead Allotment Site, Southbrook Allotment Site and Jack Paul Road Allotment Site, Salisbury Street Car Park (including public toilets) and Castle Street Car Park. These areas are to be kept tidy and in good order with accessibility to members of the public and with public safety in mind. From time to time the Groundsman may be asked to carry out tasks on areas that the Parish Council are not directly responsible for - i.e. clearing obstructions from public footpaths, repairing public seats. The Town Council is also responsible for various buildings and facilities and the groundsman's duty will be to make regular checks on those buildings.

### **Weekly**

Attend meeting with Town Clerk and Head Groundsman to discuss issues and concerns that may have arisen during the week. Also, to discuss future work plans and logistics, hand over risk assessment and inspection records, complete time sheets and review performance & development and identify future training requirements.

### **Frequent**

During summer - mow churchyard, cemetery, Recreation Ground including children's play area and grass area behind car park, Duchy Manor Grounds, Jubilee Approach, Castle Hill playground, lynchets on top of Castle Hill, Kingsmere Open Space, White Road Play Area, Walnut Road Play Area and grass area along Waterside.

Keep allotment gardens at Southbrook, Wellhead and Jack Paul Close tidy. Cut back overgrown allotments where necessary. Cut boundary hedges, bushes and shrubs.

Strim around children's play equipment, boundaries of Recreation Ground, cemetery and churchyard. Generally keep tidy Recreation Ground, Castle Hill, Churchyard and Cemetery.

Check safety surfacing for glass and sharp objects, replace bark chippings if necessary and rake them over.  
Check play equipment for wear and tear, vandalism, safety etc.  
Flush shower rooms and do water temperature checks for legionella risk assessment  
Complete risk assessment sheets for various jobs and tasks and carry out routine risk assessments on grounds, play areas, buildings, car parks etc.  
Empty Town Council's public litter bins around Mere and manage weekly waste collection  
Water floral displays & planters around town

## **Less frequently**

Strim grass from beneath seats and benches.  
Maintain clock in clock tower - check time and oil parts etc.  
Clean chapel in cemetery

## **Yearly**

Cut hedges where required outside bird nesting season  
Clip hedges, bushes and shrubs in cemetery.  
Footpath trimming and clearing in cemetery, churchyard and Castle Hill/Long Hill and any other public footpaths that may need attention.  
Check public seats for repair, painting and staining.  
Check chains & posts around Wessex Memorial and War Memorial and clean or paint if necessary.  
Pollard lime trees in Churchyard and The Square  
Strim grass and cut back saplings on Castle Hill

## **As necessary**

Before any parades (Remembrance Day etc) check chains and posts and clean and weed around memorials. Clear areas of litter.  
Before Remembrance Day, cut a 6" X 10" strip of turf and place it on memorial for people to place crosses and poppies - clear away after about two weeks and clean up.  
Maintenance of machinery - blade sharpening, balancing, oil levels etc.  
Check machinery for service times etc.  
Repair and paint play equipment when necessary  
Install seats when necessary.  
Assist in the erection of Xmas lighting  
Check that rivers are clear, particularly after heavy rainfalls.  
Act upon anything that may be a danger to the public - i.e., fallen tree limbs, broken seats etc.  
Clear ice and snow from priority areas using Parish Council's ice/snow clearance programme  
Respond to emergencies associated with the council's grounds and property portfolio and any emergency or resilience plans in place.

## **Burials**

Determine time, find and mark grave for grave digger (find work to do in cemetery when grave digger is in situ). Prepare cremation plots for interment of ashes. Discreetly work in chapel whilst burials being carried out and afterwards, make sure area is clean and tidy. Settle graves. Keep accurate records of grave plots and burials.

*The above work schedule is not comprehensive and complete but is a brief description intended to help identify the type of work that is required.*

# PERSON SPECIFICATION

## Knowledge & Skills

### Essential

- Current Full Driving Licence
- Able to do physical work and use heavy machinery, gardening tools and heavy equipment, etc
- Ability to use general grounds machinery (e.g., hedge trimmers and strimmers)
- Knowledge and understanding of Health & Safety issues, ensuring compliance with Health & Safety legislation
- Willingness to attend training courses provided by specialist centres for the purpose of obtaining relevant certificates or qualification.

### Desirable

- Ability to tow trailer (Category BE)
- First Aid qualification
- Pesticide spraying certificate
- Chainsaw certificate of competence
- Brushcutters/Trimmers maintenance & operation training
- NRSWA Signing, Lighting and Guarding

## Personal Qualities

### Essential

- Able to work in all weather conditions & seasons
- Enjoy manual and heavy work
- Flexible approach to work
- Demonstrate effective communication skills
- Able to take direction
- Able to play an active role working as part of a team and individually
- Understand the importance of representing the Town Council

### **Please Note:**

The successful candidate will be required to complete a confidential medical declaration form and the appointment may be dependent on the issue of a satisfactory report from the organisation's medical adviser if necessary.'



# Summary of Employment Conditions

## Job Title

Grounds Person for Mere Town Council

## Salary

Between £22,500 and £24,336 depending on qualifications/certificates and experience

## Starting Date

It is intended that the successful candidate will start employment as soon as possible

## Probation Period

New employees are subject to a six-month probationary period. Regular meetings will be held within this period to discuss progress and training needs.

## Working Hours

Contractual hours are 39 per week.

## Annual Leave

Annual leave is 20 days plus Bank Holidays. Holiday dates will be agreed at the discretion of the Town Clerk. The holiday year will run from 1<sup>st</sup> April – 31<sup>st</sup> March each year.

## Pension

The Town Council provides a workplace pension scheme with NEST. Subject to a qualifying period and statutory provision.

## Employee Development

Regular meetings with the Head Groundsman and Town Clerk will be held to discuss personal development. Future objectives and training requirements will be agreed to develop personal goals and skills.

## Health and Safety

Appropriate Health & Safety training will be provided in line with the Town Council's Health & Safety Policy.

## Equality and Diversity Policy

Mere Town Council is committed to a policy of equal treatment of all employees in line with the Council's Equality and Diversity Policy.

## Conditions

The appointment will be subject to satisfactory references and a medical assessment to determine if any reasonable adjustments are needed to enable you to perform the role.