



VACANCY
PART-TIME RELIEF GROUNDSMAN

TENBURY TOWN COUNCIL ARE LOOKING FOR A RELIEF GROUNDSMAN BASED AT THE BURGAGE TO CARRY OUT LITTERPICKING AND TIDYING ON COUNCIL PROPERTIES AT WEEKENDS AND TO ASSIST THE GROUNDSMAN WITH HIS DUTIES AS REQUIRED AND PROVIDE HOLIDAY COVER AS NECESSARY.

THE POSITION IS PART TIME AND HOURS VARY FROM SUMMER TO WINTER. WEEKLY COVER IS REQUIRED ON SATURDAY AND SUNDAY MORNING AND EVENING.

WORK WILL BE MOSTLY OUT OF DOORS IN ALL WEATHERS.

PLEASE CONTACT THE TOWN CLERK FOR FURTHER INFORMATION AND AN APPLICATION FORM ON 01584 810118 OR CLERK@TENBURYTOWN.ORG.UK

FORMS ARE ALSO AVAILABLE FROM THE CLERK AT THE PUMP ROOMS, TEME STREET, TENBURY WELLS, WR15 8BA

CLOSING DATE FOR COMPLETED APPLICATION FORMS

NOON FRIDAY 15TH FEBRUARY 2019

TENBURY TOWN COUNCIL

Job Title : Relief Groundsman (Part-time)

Place of Work: Town Council Grounds and Properties

Hours of Work:

Winter 3.5 hours per week Saturday & Sunday 7:30am – 9am plus 15 minutes each evening locking up

Summer 5.5 hours per week Saturday & Sunday 7:30am – 10am plus 15 minutes each evening locking up

Bank Holidays 2 hours per day 7.30am – 9:15 plus 15 minutes in the evening locking up

Further hours may be required to assist the Groundsman and provide holiday cover as necessary. These will be paid at the same rate as weekend hours.

Annual Leave: 21 days pro rata

Salary: £ 8.24 per hour

Job Description

To provide weekend and bank holiday litter-picking and tidying duties on Council Grounds and Properties.

To empty the litterbins on the Council's grounds

To provide extra assistance to the Groundsman as required.

To provide holiday cover for the Groundsman as directed by the Town Clerk.

Requirements

Reliability

Punctuality

Responsibility

Ability to communicate with all levels of the community

Love of the outdoors

Sense of humour!

RELIEF GROUNDSMAN

FOR TENBURY TOWN COUNCIL

CLOSING DATE FOR RECEIPT OF APPLICATIONS NOON, FRIDAY 15TH FEBRUARY 2019

PRIVATE & CONFIDENTIAL

Please complete all sections in black ink or typescript. This application form must be completed in full. A CV alone will NOT be acceptable.

When could you start work

Where did you hear/read about this vacancy

PERSONAL INFORMATION

Name

Address

.....

Tel incl code Daytime..... Evening

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Email

Do you hold a current driving licence? YES / NO

DECLARATION

I confirm that to the best of my knowledge the information provided in this document is true and correct and can be treated as part of my subsequent contract of employment.

Signed Date

Please return the completed form to: Town Clerk, Tenbury Town Council, The Pump Rooms, Teme Street, Tenbury Wells, WR15 8BA

PLEASE MARK YOUR ENVELOPE. "PRIVATE & CONFIDENTIAL"

PREVIOUS EMPLOYMENT

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EDUCATION

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REFERENCES

Please give the names, addresses and telephone numbers of two people who can be contacted for references. At least one should be your present employer. They will only be contacted if you are invited for interview and have given permission below.

1 Name	2 Name
Address	Address
Tel	Tel
In what capacity do you know each referee?	
May we approach them before the interview?	
YES / NO	YES / NO

A report from your present employer may be required ahead of any final offer being confirmed but we shall not approach them without your permission.