



Town Clerk: Nicola Sewell

Dear Sir/Madam

Position of Groundsperson/Handyperson

Thank you for your interest in the above post.

Please find enclosed a job application pack which includes the following;

- Application form
- Job Description
- Person Specification
- Guidance Notes

In addition to those items provided, further information relating to Sandy Town Council can be found on our website www.sandytowncouncil.gov.uk.

Should you decide to proceed with an application for this post then please complete and return the application form to this office. Completed applications should be returned to the Council office at 10 Cambridge Road, Sandy, SG19 1JE, or sent via email to admin@sandytowncouncil.gov.uk as soon as possible. A word version of the enclosed application form can be found on our website.

If you require any further information or wish to have an informal discussion about the vacancy, please do not hesitate in contacting me.

I look forward to receiving your completed application form in due course.

Yours faithfully

Nicola Sewell
Town Clerk



JOB APPLICATION FORM

Post applied for	
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PERSONAL DETAILS					
Surname		(Mr/Mrs/Miss/Ms)			
First Name(s)					
Address					
Postcode					
N.I.Number					
Tel.Home		Work		Mobile	
Fax		Email contact			
Do you have a current valid manual driving licence				Yes/No?	
If you hold a driving licence is it:		Full	HGV		

CURRENT OR LAST EMPLOYER			
Employer's name		Position held	
Employer's address			
Postcode			
Date started		Date finished	
Salary		Reason for leaving	
Please give a brief summary of duties:			
When would you be available for employment?			

How did you learn of this vacancy?

ACTION FOR EQUALITY
Sandy Town Council is an equal opportunities employer. The aims of the Equalities Policy are to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, gender, sexual orientation, marital status, age, religion or any disability nor disadvantaged by conditions or requirements which cannot be shown to be justifiable.

PREVIOUS EMPLOYMENT

Please list, detailing the most recent first

From		To	
Position Held			
Name of Employer			
Address of Employer			
Salary		Reason for Leaving	
Brief Summary of Duties:			

From		To	
Position Held			
Name of Employer			
Address of Employer			
Salary		Reason for Leaving	
Brief Summary of Duties:			

From		To	
Position Held			
Name of Employer			
Address of Employer			
Salary		Reason for Leaving	
Brief Summary of Duties:			

Continued						
From	To	Position Held	Name of Employer	Address of Employer	Salary	Reason for Leaving

Education (since age 11)		
School/College	Courses/Exams	Qualifications obtained
Please state any other achievements during education		

(Please note you will be required to produce evidence)

JOB RELATED TRAINING/PROFESSIONAL QUALIFICATIONS (include membership of professional institutes, non vocational training and state standard and level achieved) Please list, detailing the most recent first		
Date	Awarding Body/Institute	Qualifications/Membership Level

(Please note you will be required to produce evidence)

SUPPORTING STATEMENT

Drawing upon your experience, skills, abilities and qualifications you should demonstrate their relevance to the job that you have applied for. Use the job description and person specification as a guide and be sure to demonstrate your ability to do the job where you can. You should also explain why you are applying for the job.

Please enter your information here and continue on additional sheets if necessary.

INTERESTS AND HOBBIES

Please give details of your spare time interests and hobbies including membership of bodies, committees and any voluntary work.

PUBLIC OR VOLUNTARY COMMITMENTS

Please give details of membership or any public body or voluntary body and indicate the approximate time commitment entailed

REFERENCES

Please give details of two people who can provide information that will confirm your suitability for the post. Where appropriate one person should be your current or most recent employer. Please note that for certain posts the council reserves the right to contact any previous employer and request a reference in addition to the two detailed below.

1	Name		2	Name	
	Position			Position	
	Relationship			Relationship	
	Known by another name			Known by another name	
	Address			Address	
	Postcode			Postcode	
	Telephone No.			Telephone No.	
	Email address			Email address	
	Can we contact before interview?	Yes/No?		Can we contact before interview?	Yes/No?

ASYLUM & IMMIGRATION ACT 1996

Under the Asylum & Immigration Act 1996, we can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation.

Are you legally entitled to live and work in the United Kingdom and are able to produce documentation? Yes No

HEALTH

Do you suffer from any disability and/or medical condition YES NO

If yes will it affect your ability to carry out the duties of the job for which you are applying?

YES NO

This information will help us identify reasonable adjustments that we might need to make to arrangements/premises in order to accommodate. We are an equal opportunities employer and will not discriminate on the grounds of disability. If **YES**, please give details

FURTHER INFORMATION AND DECLARATION

Canvassing

All forms of canvassing will automatically disqualify candidates from employment e.g. you must not ask a Councillor or Officer to use their influence to help you gain this job.

- Are you related to a Councillor or Officer of the Council?

If yes, please give Name

Relationship

Mobility

If the post you have applied for involves driving duties/ability to travel to different locations, are you able to fulfil these duties?

- (Note: The person specification will indicate what is required) Yes No

Declaration

I certify that the information given on this form is factually correct to the best of my knowledge. I understand information from this form may be computerised for personnel/ employee administration/equal opportunities monitoring purposes in accordance with the Data Protection Act 1988. In addition, in accordance with this Act, this information may also be used for the prevention and detection of fraud and crime. **WARNING:** any person appointed to the Council having given false information will be liable to dismissal without notice.

Signed

Date



SANDY TOWN COUNCIL

Title of Post:	Grounds Person/Handyperson
Salary:	£20,444 - £22,571 (SCP 7-12)
Terms and Conditions:	NJC for Local Government Services
Contract Hours:	37 hours per week plus occasional overtime
Benefits:	<p>Leave of 21 days paid per year plus Bank Holidays, increasing following long service to 25 days. Plus four privilege days for all employees.</p> <p>The post is eligible to join the Superannuation Scheme.</p> <p>Training in operation to develop skills on an ongoing basis.</p>
Responsible to:	Grounds Team leader
Responsible for:	N/A
Job Purpose	To act as Groundsman/Grass Cutter/Gardener/General Labourer for Sandy Town Council. Support occasional civic or Council run events.
Job Description	<p>Under supervision, to maintain grounds, council assets and premises owned (or cared for) by the Town Council to the required standard and schedule.</p> <p>Undertake routine preparation and maintenance work on a range of sports facilities and surfaces as detailed on work schedules or job tickets. <i>(including but not limited to football & cricket grass cutting, pitch preparation, line marking, turf repairs and sand spiking)</i></p> <p>Undertake routine maintenance of the cemetery and closed churchyard. <i>(Including but not limited to grass cutting & strimming, shrub and flower bed maintenance, litter picking, tree work)</i></p> <p>Undertake all preparatory and cultivation work to maintain safe quality playing surfaces. Carry out regular inspections of council owned play equipment. Carry out basic repair work.</p> <p>Set up all sports pitches or amenity surfaces. Undertake minor construction and landscaping work.</p> <p>Drive vehicles and equipment as required for grounds maintenance operations – tractor, ride on mower and works vehicle.</p> <p>Ensure vehicles and equipment used by self and colleagues are regularly maintained in accordance with routine operating requirements.</p> <p>Monitor the use of consumables, items and spares and make arrangements for their replenishment.</p> <p>Ensure the safe use, storage, calibration and disposal of pesticides and similar hazardous substances.</p> <p>Ensure work area is kept clean, tidy and secure at all times.</p> <p>Litter picking of Town Council open areas. Emptying of Town Council owned bins.</p> <p>Promote the Health & Safety of self and others.</p> <p>Respond to emergencies including possible work outside standard hours to cover emergencies and attendance at council events.</p>

	Establish and maintain effective working relationships with managers and colleagues.
	Make recommendations to supervisor regarding improved working systems, labour and machinery utilisation.
	Dealing with members of the public and external organisations providing a high standard of service and promoting a positive image of the Town Council.
	To discharge any other duties when reasonably required by the Grounds Team Leader, Administration Team Leader or Town Clerk.
Key Requirements	Excellent communication skills
	Health & Safety – COSH understanding
	Flexible approach
	Basic gardening skills
	Basic turf and groundsman understanding
	Full clean driving licence
Experience of grounds and property maintenance	

Person Specification: Grounds Person/Handyperson

The below table lists those skills which are considered essential and desirable in carrying out the role of Grounds person/Handyperson with Sandy Town Council.

	Essential	Desirable
Qualifications	Post holder will be expected to complete training/qualifications in pesticides and basic tractor driving and trailed implements during their employment.	Any qualification relating to chainsaws, trimmers, pesticide application etc. Basic tractor driving and trailed implements. Qualifications relating to grounds maintenance and upkeep.
Experience	General maintenance/ handyperson back ground Experience of dealing with people in a polite and courteous manner Willingness to work safely and comply with Health & Safety legislation	Experience in dealing with the general public, internal customers and diffusing difficult situations
Skills & Knowledge	Able to undertake routine tasks to a specified standard Flexible approach to work Knowledge of Health and Safety Legislation	Knowledge of Institute of Groundsman standards and practices Knowledge of using maintenance equipment Trees, planting and seasonal knowledge Knowledge of Local Authority policies and procedures
Personal Qualities	Positive, 'can do' attitude Honesty Flexibility Diplomacy and tact A friendly disposition Ability to work both alone and harmoniously with staff and public	

Personal Qualities Continued	Trustworthiness with confidential information Methodical and thorough approach to tasks Ability to anticipate problems and solve them	
Other	Driving licence Willingness to undertake outside work Willingness to undertake physical work Willingness to undertake work place training	

Sandy Town Council



Information for Job Applicants

Thank you for showing an interest in working for the Town Council. The Town Council aims to be an equal opportunities employer and recruitment and selection at the Town Council are based on the principles of appointment on the basis of merit and equal opportunities. The information in this leaflet is designed to assist you in completing your application for a position at the Town Council, and if selected for interview, to help you prepare for the interview process.

Completing your application form

When completing your application form, and associated information, please write clearly in black ink. The Town Council is unable to return your application to you therefore it is recommended that you retain a copy of your application for reference.

Content of your application and associated documents

When preparing your application, you should address carefully the post details enclosed, in particular the criteria outline in the Job Description/Person Specification. In your statement supporting your application ensure that you provide information on each of the selection criteria and give evidence from your work history, qualifications, knowledge, skills and experience to demonstrate how you meet the criteria. It will not be sufficient to simply state that you meet the criteria without providing any supporting evidence. You may also wish to outline your reasons for applying for the position. A covering letter with your application is not compulsory and if you have any limitations on your availability for interview please state these clearly on your application.

Equal Opportunities Information form

All candidates are required to complete the Equal Opportunities information section of the application form. The information provided will be treated in confidence and will only be used in the monitoring and effectiveness of the Town Councils Equal Opportunities Policy. It will NOT form part of any selection process.

Acknowledgement of Applications

Due to the high level of applications the Town Council does not automatically acknowledge receipt of applications.

Returning your application form

Please ensure that your application form is returned by the time and date specified. Applications received after this will not be considered.

The Selection Process

Shortlisting

The Town Clerk and/or Selection Panel will assess all applicants against the selection criteria outlined in the job description/person specification. For positions with a high volume of applicants, it will not be possible to shortlist all candidates who appear to meet the selection criteria; in such cases applicant's will be selected for interview who appear to meet the criteria at the highest level for the position.

Unsuccessful Candidates at shortlisting stage

Due to the high volume of applicants, the Town Council is unable to formally notify every candidate who is not shortlisted for interview. Only shortlisted candidates will be contacted.

Shortlisted candidates with disabilities

Shortlisted candidates with disabilities and who require any special or specific arrangements to be made in order to take full part in the interview (e.g. wheelchair accessible venue or a signer), should contact the Town Council and every effort will be made to accommodate such requests.

References

The purpose of references is to obtain factual information about each applicant's work history, as well as opinions regarding the quality of their work and suitability for the position. All offers of employment by the Town Council will be subject to the receipt of satisfactory references.

Preparing for the interview

To prepare for the interview you should:

- Study the advertisement, job description/person specification to ensure you are familiar with the role and criteria for the position.
- Reflect on the specific example of situations (preferably from your work experience) where you have applied the skills, knowledge and abilities that are required for the vacant position.
- Focus on the key tasks of the position and think about how you may carry them out.
- Consider the responsibilities of the position and the types of problems that you might encounter in the position: identify similar situations that you have experienced in the past and consider how you dealt with such problems.
- Think about why you are applying for this position and what you need to find out from the interview.

Interviews

Interviews will take place during normal office hours, the size of the assessment panel will depend on the nature of the vacancy and will typically be composed of three or four people.

The interview provides an opportunity for the panel to obtain further information from you in relation to your application. The same broad questions will be asked of all job applicants but supplementary questions may be asked of each applicant to obtain additional information in relation to the selection criteria.

Selection Decisions

Following the interview process, the panel will assess applicants in relation to the selection criteria and will agree a preferred candidate. The Preferred candidate will be offered the position subject to the receipt of satisfactory references, being declared medically fit for the role as well as providing eligibility to work in the UK (including a successful work permit application if applicable).

Unsuccessful candidates will be notified, by phone and in writing, as soon as possible following the interview process.

Feedback

Requests for feedback on why your application was unsuccessful must be made in writing.



Sandy Town Council

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www.sandytowncouncil.gov.uk