



JOB DESCRIPTION

Post Title: Town Warden

Grade: SCP 16 to 18 (£13.26 to £13.47)

Hours of Work: 10 hours per week

Line Manager: Town Clerk

Purpose of the Job:

- To support the Town Council to maintain and develop the environment and community within the Parish.

Key duties and responsibilities:

- To upkeep village planters, including watering, as directed by the Town Council.
- To maintain and upkeep, village verges, footpaths, rights of way, hedges and planters
- To undertake manual sweeping, including removal of dog fouling, litter picking and removal of graffiti (non-chemical applications), gum and fly posting.
- Check and report damages and refills of Grit Bins.
- To report and record environmental issues within the villages, which require District Council attention, to the relevant department in an effective and timely manner.
- To ensure Parish noticeboards are up to date.
- To maintain the Parish defibrillators in line with equipment guidance.
- To support the maintenance and safety of Town Council assets such as but not limited to outdoor gym equipment.
- To develop effective working relationships with District Council neighbourhood and environmental teams and in support of public safety, cleanliness and environmental action within the Parish.
- To undertake any other appropriate tasks which may be deemed necessary by the Town Council.

General Responsibilities:

- To ensure that the Town Council's Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures.
- To partake in the Town Council's staff training and development policies.
- To treat in strictest confidence;
 - All information gathered for the Parish Council;
 - All information gathered from the Parish Clerk and Parish Councillors.
 - unless clearance for disclosure is granted.
- All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Parish Council's Equality & Diversity Policy.
- To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Parish Council objectives.
- To ensure the highest standards of customer care are met at all times.
- To ensure the principles of Best Value in service delivery are fundamental in all aspects of involvement with internal and external customers.
- To participate in the Parish Council's system of performance appraisal.
- To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

PERSONNEL SPECIFICATION

Post Title: Town Warden

ATTRIBUTES

Section	1.	<u>Essential/ Desirable</u> Qualifications	<u>How Identified</u> & Experience
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1. Full UK Driving License	Desirable	Application Interview Document
2. Literacy & Numeracy skills to Level 1 and basic computing skills	Essential	Application Interview Certificates
3. Experience in cleaning and/or grounds maintenance	Desirable	Application Interview Document
4. The postholder will need to be in good health. Capable of coping to the requirements of the job including outdoor work throughout the year	Essential	Application Interview
5. Effective communications skills, both verbal and written,	Essential	Application Interview

Section 2. Skills & Knowledge

6. Ability to work alone on a regular basis and/or with minimum supervision	Essential	Application Interview
7. The ability to use your initiative in the role when its required	Desirable	Application Interview
8. Proven ability of ensuring deadlines are met and work is prioritised accordingly	Desirable	Application Interview
9. The postholder will be enthusiastic and committed to the role	Essential	Application Interview

Section 3. Special Requirement

10. The post holder will need to undergo DBS check (Disclosure & Barring Service)	Essential	Application Interview
11. Whilst in the main, the hours will be clearly determined, there will be on occasions modifications by the Parish Council to alter the hours to cover special events in the village. As such flexibility will be required.	Essential	Application Interview
12. The post holder will be required to undergo further training which will be arranged by the Parish Council (including first aid course)	Essential	Application Interview
13. To be a Team Player, committed to an ethos of continuous improvement	Essential	Application Interview
14. Local Knowledge of the Area	Desirable	Application Interview

NOTE TO APPLICANTS

Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

Basic Terms and Conditions of Employment

Post Title: Town Warden

Working Hours

The normal standard working arrangements will be based on a 10 hour week over 3 days. Two 3 hour days and one 4 hour day, including one weekend day every other week. Some flexibility will be required. If one of your working days falls on a bank holiday your working week days will change to prevent any extra payment.

You maybe required to change your working days to cover events in the village, e.g. Christmas Event, Gala Day and Remembrance Day. You will be given at least 28 days notice of the change.

Annual Leave Entitlement

You will be entitled to 21 days annual leave per year, rising to 25 days after 5 years service, plus statutory bank holidays. The above entitlement will be calculated pro rate depending on hours worked. All leave will be taking following consultation with the Clerk to the Parish Council.

Sickness Absence

This will comply with Council Policy.

Pension Provisions

You will have the choice to join an occupational pension scheme (further details will be supplied)

Probation Period

The applicant will have first a 12week review, followed by a 6 month review during which you are expected to establish your suitability to the post

Equal Opportunities Monitoring

Applicants must provide details of ethnicity and disability on the application to enable the Parish Council to monitor its progress towards being an equal opportunities employer

Lone Working

Due to lone working, the postholder will be supplied with a mobile telephone.

Clothing and Uniforms

The post holder will be supplied with a uniform and protective equipment, to include a jacket with the Parish Council logo. You must wear protective clothing/ uniforms that may be issued to you.