



**CHIPPENHAM
TOWN COUNCIL**

Improving the quality of town life

Job Description

Job Title:	Groundsperson (Stanley Park Sports Ground)
Reporting to:	Head of Leisure Services
Contract:	Permanent, Full time
Hours:	37 hours per week
Location:	Stanley Park Sports Ground
Salary:	£19,698 - £20,903 per annum - National Joint Council, Spinal Column Points 6 - 9

Primary Relationships:

- Line managed by the Head of Leisure Services.
- All employees of Chippenham Town Council and members of the Management Team.
- Members of the public, clubs, associations, sport governing bodies and users of Stanley Park.
- Contractors and suppliers of materials.
- Members of the Town Council in accordance with the approved Protocol.

Main Purpose of Role:

To assist as directed routine tasks of groundsmanship, horticulture, maintenance and with all aspects of duties relating to the cleanliness and operation of the changing block and operational areas at the Stanley Park facility.

Main Duties and Responsibilities:

- Carries out as directed all tasks of routine groundsmanship including in particular fertilising, mowing, weed killing and general husbandry to meet defined standards.
- Operates as directed all machinery, tools and plant used in tasks of routine groundsmanship to meet defined standards.
- Assists as directed with routine tasks of horticulture.
- Assists as directed with improvement schemes carried out at the Stanley Park facility.
- Assists other staff in works of a technical nature arising at the Stanley Park facility.

- Assists as directed with the routine maintenance of plant and machinery as part of the ongoing machinery maintenance programme.
- Assists as directed with the summer and winter maintenance programme of the site and buildings at the Stanley Park facility.
- Assists as required with all aspects of record keeping in connection with a regular programme of preventative maintenance and any other maintenance requirements.
- Assists as directed with the checking, safety and maintenance of all play areas and goal posts on the site.
- Undertake minor administrative duties such as responding to customer enquiries (i.e. telephone or in person), receive booking requests and forward them to the Manager and receive booking payments ensuring they are held securely for the attention of the Manager and in accordance with the Councils cash handling procedures.
- Assists as required with the regular cleaning and operation of all changing rooms, common areas, toilets, offices and associated equipment to the standard as directed, ensuring the availability of soap, toilet rolls, towels and any other supplies needed.
- Assists as directed with the deep cleaning of the changing rooms, common areas, toilets, offices and associated equipment to the standard required.
- Uses cleaning equipment to meet all reasonable standards of competency and to meet manufacturers' requirements.
- Carries out as required the preparation of the function room to include setting out of tables, chairs and associated equipment.
- Assists as required with maintenance of all Health & Safety records, assists with any Risk Assessments required and assists in the implementation of all other statutory requirements.
- Develops knowledge and understanding of product information, practices and safe working procedures, including use of PPE and all substances hazardous to health.
- Assists as required with any/all aspects of the security of the Stanley Park site to include opening/closing the facility to meet policy requirements and the operation of any security systems including alarms.
- Assists as required with daily security, safety and maintenance checks of grounds and premises within the facility.
- Assists as required with setting out of any sports equipment required for the use of the Stanley Park facility.
- Establish and maintain effective relationships with other members of staff and public/users.
- Assist if required with the supervision of any suppliers making deliveries, or contractors on site.

Special Conditions of the Post:

- To work any five days in any seven days, without enhancement except for Bank Holidays, if required to do so.
- To undertake duties at any site operated by the Town Council, to include some weekends and Bank Holidays as required. Maximum of 2 bank holidays in any given holiday calendar year.
- To be included on a chart for call outs in any emergency affecting the site/facility.

- To be appointed a key holder for facilities as required.
- To be trained to the appropriate level to assist with minor repairs of machinery and equipment.
- To be available, subject to operational requirements, to undertake any relevant training course as required.
- To be a lone worker with appropriate equipment provided including a mobile phone to be carried whilst on duty. Whilst working in the designated capacity of a 'lone worker' any 30-minute lunch break will be on a paid basis. At all other time breaks will be on an unpaid basis.
- To be designated Fire Warden if required.
- To undertake any other duties required by the management of the Town Council which are applicable to the grading and nature of the post, and which do not change the general character of the duties, or the level of responsibility entailed.

Health and Safety:

- The postholder must take reasonable care for the health and safety of themselves and any other persons who may be affected by their work.

Person Specification

Groundsperson (Stanley Park)	Essential	Desirable
Education, Qualifications and Knowledge		
Certificate of Competence in use of Pesticides		✓
Certificate of Competence in Chainsaws and Related Operations		✓
Qualified to NVQ Level 2 in Sports Turf Maintenance or other relevant equivalent qualification		✓
Knowledge of turf care		✓
Skills and Experience		
Suitable experience in outdoor work	✓	
Previous or current employment within the turf care sector		✓
Dealing with customers		✓
Experience working at a similar facility to Stanley Park - i.e. outdoor sports facility, grass pitches, artificial synthetic pitch and changing facilities		✓
Good working knowledge of small plant equipment		✓
Full Driving Licence	✓	

Able to lift heavy weights within manual handling requirements	✓	
Tractor experience		✓
First aid training		✓
General horticultural work, tree planting, general floral planting and maintenance		✓
Maintenance of property, tools and equipment		✓
Personal Qualities, Behaviours and Attributes		
Good communication skills	✓	
Well organised and able to plan	✓	
Works well within a team	✓	
Flexible and lone working	✓	
Proactive	✓	
Able to prioritise tasks effectively	✓	
Must be physically fit and able to cope with manual work and the physical demands of the job	✓	

Equal Opportunities

Chippenham Town Council aims to be an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias, irrespective of disability, race, religion or beliefs, nationality, ethnic origin, age, sexual orientation, gender or marital status.