



Cantley with Branton Parish Council

JOB DESCRIPTION

POST:	GROUNDS MAN / LENGTHSMAN / HANDYMAN
EMPLOYER:	CANTLEY WITH BRANTON PARISH COUNCIL
LINE MANAGER:	CLERK/RFO TO CANTLEY WITH BRANTON PARISH COUNCIL
HOURS:	10 HOURS PER WEEK
RATE OF PAY:	From £9.55 per hour

The Parish Council is responsible for:

- Keeping Cantley with Branton Parish clean and tidy
- The upkeep of Parish Council land - the Kilham Hall Playing Field, the Parish Centre, the Parish Plinths, Notice Boards, Parish gardens on Whiphill Top Lane and Doncaster Road.
- The upkeep of the grounds of the Parish Centre building.
- Cutting of various grass verges and hedges under contract from Doncaster Metropolitan Borough Council.

DUTIES – GROUNDS MAN

- To undertake Groundsman duties at Kilham Hall: cutting grass (except for main field) in and around the children's play area, the butterfly trail, within the fenced garden area; keeping all areas free from litter and maintenance of trees and grass verges.
- To undertake the strimming and mowing of the definitive footpaths around the Council gardens.
- To cut Parish Council maintained or managed hedges – Whiphill Top Lane; Doncaster Road; Kilham Hall.
- To keep the Parish tidy by removing litter and clearing any broken glass/debris.
- To undertake planting of the troughs at Kilham Hall, the village plinths and the communal gardens round the Parish depending on the seasonal requirements.

DUTIES – HANDYMAN

- To undertake monthly checks of the Parish owned noticeboards and benches and undertake any necessary remedial work.
- To undertake monthly check of the Parish plinths and report any damage
- To undertake weekly checks of the Kilham Hall Field play equipment and gym equipment, complete a safety log and provide to the Clerk for recording, report any defects to the Clerk and seal off damaged equipment.
- To clear and sweep up any broken glass or other debris that may be found on the park, gym equipment, and forthcoming MUGA.
- To carry out small repairs to the portable football nets

DUTIES – LENGTHSMAN

- To clean pavements around the communal gardens of grass, leaves, branches and other debris.
- To spread salt during cold periods around Kilham Hall grounds and the communal grounds.
- To keep the Parish tidy by removing any litter.
- To clean all village plinths (within the 30 mph zone)

DUTIES – GENERAL

- To complete any risk assessments required and report any damaged or broken equipment to the Clerk to the Parish Council for action to be taken.
- To work within the Parish Council's Policies and Procedures and supplied risk assessments and complete the necessary documentation when appropriate.
- To advise the Clerk to the Parish Council of any equipment required by you to enable you to complete your duties.
- Maintain in good order any property owned by the Parish Council, for example notice boards, fencing, flower troughs, tools and equipment.
- To undertake any other reasonable duties required at the request of the Clerk to Cantley with Branton Parish Council.
- To unlock the gates at the Kilham Hall on working days.
- To act as the "eyes and ears" for the community having regard to vulnerable parishioners and antisocial behaviour such as noise, car crime etc.
- To attend any training necessary for the position.
- To communicate with members of the public, explaining the role of the Groundsman/Lengthsman/Handyman and passing on verbal or written communications when necessary from his/her line manager.
- To liaise closely with the line manager, attend meetings as necessary and undertake any other duties as assigned and that might reasonably be expected of a Groundsman/Lengthsman/Handyman.
- To attend an annual appraisal.

- Assist in handover of Christmas tree light installation and removal and assist with the tree lights storage, as necessary.
- Suggest, plan and carry out projects agreed by the Parish Council to enhance the parish.
- Provide the Clerk with photographic evidence of before and after completion of tasks for the Parish Council facebook page.
- The submitting of regular time sheets to the Clerk and keeping an account of and receipts for all items purchased (with the Clerk's approval) for the repair of parish council property.

This job Description will be reviewed on an annual basis.

This document is intended to cover the range of principal duties and areas of work relating to the post, ensuring that the Groundsman/Lengthsman/Handyman is aware of the actual and potential range and level of duties and responsibilities and areas of operation which may be required.

Other tasks may be delegated to the post holder by the Clerk as considered appropriate and within the remit of the post and in consultation with the Parish Council.

Date of Job Description: 4th January 2022



Cantley with Branton Parish Council

Person Specification

Groundsman/Lengthsman/Handyman

	Essential	Desirable
Qualifications		Relevant qualifications in grounds maintenance work would be an advantage. However, training will be provided
Experience	Experience of grounds work and the ability to use a range of machinery and tools	
Skills	<ul style="list-style-type: none">- Good communication skills.- Able to use machinery competently without supervision- Ability to work well with a wide range of people and as part of a team.- Ability to work alone.- 'Can do' approach	Spraying qualifications would be an advantage.
Knowledge		Knowledge of Cantley with Branton and its surrounding areas

Dated 4th January 2022