



East Grinstead Town Council
have a vacancy for
Outdoor Services Assistant

Location: East Grinstead Town Council

Salary: £24,413 to £26,403

Contract: Permanent Full Time

Hours: 37 hours per week

Closing Date: 31st August 2026

Are you enthusiastic about working outdoors, learning new skills, and contributing to your local community? We are looking for a motivated and reliable **Outdoor Services Assistant** to join our dedicated Outdoor Services Team.

About the Role

This is an exciting opportunity for someone looking for a career in grounds maintenance, horticulture, cemetery and public space management. You'll gain hands-on experience maintaining the town of East Grinstead, open spaces, Mount Noddy cemetery and other community areas while receiving on-the-job training and support to develop your skills.

Key Responsibilities

- Assist with the maintenance of grassed areas, flower beds, hedges, and trees
- Assist the Cemetery team with grounds maintenance and preparation for burial services
- Support general outdoor upkeep including litter collection, sweeping, and minor repairs
- Operate tools and basic machinery (training provided)
- Follow all health and safety procedures and wear appropriate PPE

What We're Looking For

- A genuine interest in outdoor work and grounds maintenance
- Willingness to learn and take on new challenges

- Good teamwork and communication skills
- Reliable, enthusiastic, and physically fit for manual work in all weather conditions
- Experience not essential, just the right attitude and a commitment to learning
- Driving licence is a requirement or working towards

What We Offer

- A supportive, friendly working environment
- On-the-job training and opportunities to gain recognised qualifications
- The chance to make a positive impact in your community
- PPE and uniform provided

Whether you are looking for a new challenge or a change of career, or want to gain experience in a physical role, we'd love to hear from you.

How to Apply

An application form and detailed job specification can be downloaded from www.eastgrinstead.gov.uk. Alternatively e-mail recruitment@eastgrinstead.gov.uk or telephone 01342 323636. Closing date for receipt of applications is Monday 31st August 2026.

Application Forms must be submitted by e-mail or mailed to East Grinstead Town Council, East Court, College Lane, East Grinstead, RH19 3LT. CV's are not accepted. This council is a member of the Local Government Pension Scheme and is a Respect and Civility Pledge Council.