



EAST GRINSTEAD TOWN COUNCIL

Council Offices, East Court, College Lane, East Grinstead, RH19 3LT

Phone: 01342 323636

www.eastgrinstead.gov.uk

Town Clerk: Samantha Heynes FdA (Comm Gov) FSLCC

Email: townclerk@eastgrinstead.gov.uk

Post: Outdoor Services Assistant

Grade: Spinal Points 2-11 (NJC Scale 1-4)

Reporting to: Outdoor Services Supervisor

Responsibilities:

- Assist with maintenance of the Town Council's properties in respect of:
 - Queens Road Closed Cemetery
 - Mount Noddy Cemetery
 - East Court Grounds
 - War Memorial Garden, East Court
 - Turners Hill Road Recreation Ground
 - Town Centre roundabouts
 - Town Centre Hanging Baskets, High Street flowerbeds and town planters
 - Other Town Council owned or maintained sites.
 - McIndoe Lawn
- Maintenance tasks include:
 - Removal of epicormic growth
 - Hedge cutting
 - Weeding and weed spraying
 - Snow clearance and salting
 - Replacing street nameplates
 - Maintenance, removal and installation of street furniture
 - Removal of graffiti and fly-posting
 - Mowing
 - Strimming
- Safe and responsible operation of all plant machinery, driving (if suitably qualified) and minor maintenance of Town Council equipment and vehicles.
- Undertake training as required by the Health & Safety Authority to carry out safe working practices.
- Report any incidents of damage to or maintenance issues relating to Town Council's buildings, property or equipment to Outdoor Services Supervisor.
- Ensure the security of equipment and various buildings at Mount Noddy Cemetery.
- Assist in any other such duties as may be reasonably required in respect of the efficient and effective operation of the Outdoor Services function.

- Assist with general ground maintenance, preparation of graves/garden of remembrance plots and internments at Mount Noddy Cemetery.
- To provide support for Town Council events as required.
- To undertake any reasonable duties as directed by the Outdoor Services Supervisor.

This job description is not exhaustive and may be subject to review as the Council may direct.

Hours of work: Summer working hours 1st April to 30th September

- 07:30 to 16:30 Monday/Thursday &
- 07:30 to 1600 Friday

Winter working hours 1st October to 31st March

- 07:30 to 15:30 Monday/Thursday &
- 07:30 to 15:30 Friday

Lunch break minimum 30 minutes between 12:00 and 14:00 each day.

Outdoor Services Assistant: Person Specification

Qualifications & Training

Criteria	Essential	Desirable
Willingness to work towards relevant qualifications (e.g., LANTRA or City & Guilds in Horticulture or Grounds Maintenance)	✓	
GCSEs (or equivalent) including English and Maths at minimum grade C/4	✓	
Full, clean UK driving licence	✓	
First Aid qualification		✓
Manual handling or basic health & safety awareness training		✓

Experience

Criteria	Essential	Desirable
Demonstrated interest in working outdoors or in grounds maintenance	✓	
Experience of using basic hand tools or gardening equipment		✓
Volunteering, part-time work or community projects involving outdoor work		✓

Knowledge and Understanding

Criteria	Essential	Desirable
Basic understanding of the importance of health and safety at work	✓	
Knowledge of horticulture, groundskeeping or environmental maintenance		✓
Awareness of local council services and public spaces		✓

Skills & Abilities

Criteria	Essential	Desirable
Ability to work as part of a team	✓	
Willingness to learn and follow instructions	✓	
Basic practical and problem-solving skills	✓	
Ability to work outdoors in all weathers and undertake physically demanding tasks	✓	
Good communication skills and positive attitude to customer service	✓	

Personal Qualities and Attributes

Criteria	Essential	Desirable
Reliable, punctual and enthusiastic	✓	
Committed to personal development and training	✓	
Respectful and courteous to colleagues and the public	✓	
Flexible approach to work and duties	✓	

Special Conditions

- Willingness to work occasional evenings or weekends, if required.
- Uniform and PPE will be provided and must be worn as directed.
- Must be physically fit and able to carry out manual work on a daily basis.