

Eynsham Parish Council

requires a part time

Maintenance Operative

**Salary Scale LC1 (SCP 13-17) £13.97 - £14.95 (subject to pending pay award)
16 hours per week**

**The Council offers all employees a pension with the
Local Government Pension Scheme which you will be eligible to join.**

Eynsham Parish Council is searching to appoint an enthusiastic individual to fill the position of Maintenance Operative. Applicants will be required to work 16 hours per week. Reporting to the Deputy Clerk, the successful applicant will be expected to carry out tasks to include play area duties and general maintenance within the parish.

Essential skills:

- Good knowledge of Health and Safety.
- Ability to work unsupervised.
- Good organisational skills.
- Good initiative skills.
- Flexible working hours.
- Competent DIY Skills.
- Ensure that Eynsham Parish Council rules and regulations are adhered to.

All applicants must be over the age of 18 and hold a full clean UK driving licence. All applicants will be subject to a DBS check.

Rewards include a competitive salary, flexible working hours, pension and 23 days plus bank holidays annual leave (pro rata).

**For a full job pack, including a full job description and application form, please contact
Richard Wilkins, Deputy Clerk - M 07498 500094 - Email: epc.office@eynsham-pc.gov.uk**

Introduction to Eynsham Parish Council

Eynsham Parish Council is the first tier of local government and currently has ten Councillors (five vacancies). It represents the interests of the people of Eynsham and Barnard Gate to other public authorities, and is consulted on issues like planning, public transport, road improvements, mineral & waste policy, tourism and crime prevention.

It also contributes to local amenities such as allotments, bus-shelters and litter bins; provides recreational facilities including play areas, community buildings, playing fields and the Abbey Fishponds; makes grants in aid of many village clubs and charities; and arranges grass-cutting on behalf of the County Council.

At present the Council is actively involved in:

- Planning future development of the Parish.
- Monitoring the local footpath network.
- Pavilion Rebuild Project.
- In-house Grass Cutting.
- Dovehouse 'Come & Play' upgrade.

The Parish Council currently has seven members of staff. The Clerk and Deputy Clerk who work full time from the Village Hall Office; a part time Responsible Financial Officer, Communications Officer, Bookings & Accounts Clerk who all work from home and a part time Caretaker/Property Supervisor.

Job Profile – Maintenance Operative

Core duties:

- Litter control/maintenance of The Market Square, Play Areas and other areas of the Village.
- Litter control/maintenance of Pavilion car park, north and south field and Fishponds on behalf of Eynsham Parks charity.
- Weekly inspection of play area equipment, completing the forms via our IT system and basic maintenance of play areas.

Additional Duties:

- Clearance of snow and gritting dedicated footpaths/areas.
- General maintenance/DIY, painting and decorating of Council property.
- Installation of bins and benches.
- Adjust self-closing gates at play areas.
- As necessary grass strimming, hedge trimming and low risk tree maintenance.
- Repairing wooden bridges at the Fishponds.

This profile list is regularly reviewed and may change with employee engagement.

Person Specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
Health & Safety Knowledge	To have a good knowledge of Health & Safety, including use of PPE.	
Communication Skills	Excellent written, reporting and oral skills.	
Work Experience	<p>Experience of using MS Teams.</p> <p>Experience of dealing with members of the public in a helpful and appropriate manner.</p> <p>Proven experience of working in grounds and parks maintenance.</p> <p>Competent DIY skills.</p>	
Motivation and Ethics	<p>Ability to work effectively and efficiently under pressure and unsupervised.</p> <p>Able to secure good working relationships with Councillors, employees and other stakeholders.</p> <p>Capable of anticipating problems, demonstrating initiative and implementing proportionate solutions.</p> <p>Reasonable fitness levels.</p>	

Training will be provided where necessary. Tools and Personal Protective Equipment will be provided for the job.

Further information and the Interview Process

Please complete the application form attached. Please demonstrate how you meet the person specification. Candidates will be shortlisted for interview using the key criteria.

Interviews will be held on **Monday 22 July 2024**.

The interviews will be with a panel of one councillor, the Clerk and Deputy Clerk.

Pre-employment checks

All offers of employment are made subject to pre-employment checks which will include:

- Review of Driving Licence.
- Receipt of at least two satisfactory references which must cover the last three years of employment.
- Verification of employment history through references provided and supporting explanation for gaps in employment.
- Verification of professional qualifications listed in application
- Verification of identity/nationality and immigration status/right to work in the UK.