



JOB VACANCY FOR MAINTENANCE OPERATIVE

Eynsham Parish Council is searching to appoint an enthusiastic individual to fill the position of Maintenance Operative. Applicants will be required to work 15 hours per week. Reporting to the Parish Clerk, the successful applicant will be expected to carry out tasks to include play area duties and general maintenance in 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 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).

Applicants are required to be able to work with minimum supervision and demonstrate a high level of customer care.

Training will be provided where necessary as will tools and personal protective equipment for job.

For a full job pack, including a full job description and application form, please contact the Clerk – Katherine Doughty Tel: 07956 901622 Email: epc.clerk@eynsham-pc.gov.uk.

Closing date for applications is Friday 26th November 2021 at 5pm.



Introduction to Eynsham Parish Council

Eynsham Parish Council is the first tier of local government and currently has 12 Councillors (3 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.
- Exploring options for a 20 mph zone.
- Pavilion Rebuild Project.

The Parish Council currently has four members of staff. The Clerk who works full time, a part time Deputy Clerk, part time Responsible Financial Officer and a part time Communications Officer who all work from home. The Council still has room to grow with addition of Maintenance Operative.

JOB PROFILE - MAINTENANCE OPERATIVE

Core duties:

Litter control of The Square (and other area as required)

Litter control of Pavilion car park, north and south field and Fishponds

Weekly inspection of play area equipment and raking play area surfaces,

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.

Duties Information

Play equipment inspection – All equipment should be checked for damage and/or any potential hazards to children (this is to include fencing and tree branches) and an Inspection Sheet completed each week. Training will be provided if necessary. Any hazards/repairs to be reported immediately to the Clerk to the Council.

Litter Control - Play areas, Fishponds, Eynsham Cross and Bartholomew Room surround (The Square), Pavilion car park and the south playing fields daily. Particular care is to be taken with regard to broken glass and other hazards.

Refer to Contract of Employment for Terms & Conditions (issued on engagement).



PERSON SPECIFICATION

Essential:

1. Good organisational skills.
2. Ability to work unsupervised.
3. Looking for flexible part time working.
4. Competent DIY skills.
5. Reasonable fitness levels.
6. Good knowledge of Health & Safety.
7. Good initiative skills.
8. Ability to work in all weathers (PPE to be provided).

Desired:

1. Knowledge of the Parish of Eynsham.
2. Proven experience of working in parks and grounds maintenance.

PAY AND PENSION DETAILS

The pay scale for this role will be dependent on skills and will have salary range of LC1 (SCP 13-17) £11.76 - £12.73 per hour (subject to new pay award in April 2021).

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

Please see the Council's [Equality & Diversity Policy](#) and [Privacy Notice](#) online.