

ASHOVER PARISH COUNCIL

Vacancy for a Parish Warden

A vacancy has arisen for a Parish Warden. This is a practical maintenance role which will contribute to ensuring that the parish is clean, safe, well-presented and parish assets are maintained to a high standard.

Hours: Average of 10 hours per week to be worked flexibly.

Pay: Living Wage plus mileage and expenses

The successful candidate will have experience of undertaking minor repair and maintenance tasks. They will ideally have experience of working in a similar environment and will be able to work independently and manage their own timetable of work.

Please submit your application and cv including your career history, skills and why you feel you would be suitable for this role to:-

The Parish Clerk, Ashover Parish Council, The Sports Pavilion, Milken Lane,
Ashover, Chesterfield S45 0BA

or

parishclerk@ashover-pc.gov.uk

Person Specification and Job Description on pages 2 and 3.

Closing date for applications: Monday 15 November 2021

Interviews will take place at 10.30am on Thursday 25 November 2021 in Ashover.

**ASHOVER PARISH COUNCIL
VACANCY FOR PARISH WARDEN**

PERSON SPECIFICATION

Post title: Part-time Parish Warden
Salary: Living Wage paid monthly plus mileage and expenses
Hours of work: 10 hours per week to be worked flexibly.

Post title: Part-time Ashover Parish Warden

Qualifications and experience

Essential

Practical experience in carrying out minor maintenance and gardening.
Ability to cope with the requirements of the job including outdoor working throughout the year.
General knowledge and understanding of safe practices.
Effective communication skills both verbal and written.
Willingness to undertake appropriate training.

Essential

Full UK driving licence with good driving history. Use of own vehicle.

Skills and knowledge

Essential

Ability to work alone and with minimal supervision.
Ability to project a positive image of the Parish Council in the community.

Desirable

Willingness to be proactive with the ability to use initiative in the role when required.
Ability to ensure that work is prioritised appropriately.

Special requirements

Essential

Flexibility around working hours which may fluctuate throughout the year
Commitment to health and safety and willingness to undertake relevant training.

Desirable

Local knowledge of the area.

ASHOVER PARISH COUNCIL

PARISH WARDEN - JOB DESCRIPTION - With effect from 01/12/2021

Qualifications

- Applicants should be competent in the use of power tools and may be expected to provide basic hand tools for general use.
- The Parish Council will provide safety gear, signage, any further equipment required to undertake duties and training where necessary.

Duties - To include:

- Public Convenience cleaning and stock control
- Litter picking around the parish
- Hard Courts Gate unlocking/locking
- Courts' floodlights operation checks
- Liaison with Courts' users for floodlight cards and meter use
- Emergency response call out e.g. courts use and floodlighting
- Daily recorded health & safety visual scan of public toilets, playing field, play area, courts and car park
- Weekly recorded health & safety inspection of playing field, play area, courts, car park, cemetery, public toilets and defibrillators
- Twice yearly recorded maintenance inspection of parish owned assets
- Event cover for Parish Council led events by arrangement including road closure barrier/cones placement and possibly including First Aid
- Occasional reading of utility meters for Pavilion, Public Toilets, Allotments, Cemetery
- General minor maintenance of parish owned assets including the cemetery, allotments, flower beds e.g. leaf collection, path raking, weeding, pruning, hedge trimming, some grass minor cutting.
- Monitoring of skips in the cemetery and informing clerk when they require replacement
- Wood treatment to parish seats/notice boards as required
- Annual cleaning of boundary/hamlet signs and graffiti removal if required
- Notifying the clerk of any highway maintenance issues observed
- Minor emergency drain clearance if required
- Submission of monthly timesheet and health and safety sheets to the Parish Clerk in a timely manner
- Any additional minor work to be agreed with the Parish Clerk

In addition, the Parish Warden will be expected to:

- Operate light tools and equipment ensuring compliance with operating instructions.
- Be aware of Health and Safety requirements relevant to the role and undertake all activities in a safe and effective manner.
- Attend any training the Parish Council deems appropriate.
- To report to the Parish Clerk any defects or damage found to any council owned or managed property and open spaces that requires escalation.

Line Manager

The employee shall only undertake work directed by and agreed with the Parish Clerk.

Hours of Work

Ten hours per week. Any additional hours to be agreed with the Parish Clerk prior to working.

Programme of Works

The employee will liaise with the Parish Clerk weekly, monthly and annually as appropriate, to determine and agree a programme of work for the ensuing week, month and year.

Materials for Work

The employee will liaise with the Parish Clerk on the purchase of any materials required for any maintenance work.

Keys

The employee shall be responsible for keys relating to parish owned property used in the course of duties.

Health and Safety

The employee shall inform the Parish Clerk immediately if any equipment appears faulty or damaged, or if it is considered that equipment should be purchased for the safe undertaking of duties.

Ashover Parish Council
01/11/2021