

TEMPLE CLOUD WITH CAMELEY PARISH COUNCIL

Job Description: Village Operative

Job Purpose

- To make the Parish (including Playground) attractive and safe for residents, visitors and road-users by keeping the roadsides/pavements, footpaths and verges clean, tidy and free from obstruction.

Main Duties

- Litter pick and sweep the pavements as set out in the work rota.
- Maintain hedges and verges by pruning or strimming when requested by Clerk to the Council.
- Collect litter, sweepings and trimmings in appropriate bags leaving for collection.
- Assist in general gardening duties for the benefit of the village as requested by Clerk to the Council
- Act as a representative to the council when on duty.
- Keep a weekly record of areas worked and duties performed and submit these to the Clerk to the Council on a monthly basis.
- Undertake regular visual checks of areas worked and fixed structures within (including Playground) and pro-actively raise any issues requiring further attention to the Clerk of the Council. (Check sheet to be completed and submitted together with timesheet).
- Have a high regard for Health and Safety for self, residents, visitors and road users. Wear protective equipment at all times.
- Demonstrate competency in use of equipment needed to fulfil role. Care and maintain equipment in good working order, raising any issues with Clerk to the Council.
- Any other duties as requested by the Clerk to the Council which may include minor maintenance tasks.
- Attend Parish Council meeting if requested by Clerk to the Council.

ADDITIONAL INFORMATION

Hours

15 hours per week, may be flexible by prior agreement with the Clerk. The Parish Council reserve the right to revert to fixed hours if required.

Pay

- National Minimum Wage £7.38 per hour for those aged under 25, or National Living Wage £7.83 for those aged 25 years or over (paid monthly).
- Paid annual leave is 21 days per annum, pro rata, in addition to normal bank and public holidays.
- Tools – provided by the Parish Council.
- Probationary Period of 6 months.
- Permanent appointment will be confirmed, subject to satisfactorily completing a 6 month trial period commencing January 2019.

Applications

Must be received by 5pm on Wednesday 5th December 2018.

Your CV/written application should include previous skills and experience.

Please send your CV/application to Jenny Howell (Parish Clerk)

Email: info@templecloud.org.uk

Post: 50 Brandown Close, Temple Cloud, Bristol, BS39 5EJ

Candidates invited for interview will be required to provide two suitable references.