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# SAWSTON PARISH COUNCIL

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## SAWSTON PARISH COUNCIL

### JOB DESCRIPTION

#### GROUNDS KEEPER

<b>RESPONSIBLE TO</b>	The Head Grounds Keeper
<b>GRADE</b>	LC1 (13-17) scale £26,873-£28,770
<b>HOURS</b>	Full time - 37 per week

#### PURPOSE OF JOB

To manage the maintenance and improvements of sports grounds, open spaces, cemetery/church yard and general village amenities which are under the direct management of the Head Grounds Keeper, who seek to continuously maintain and improve the high standards of quality of life for the residents of Sawston.

#### SCOPE OF THE JOB

- 1 Sporting and Recreational Facilities at:
  - Mill Lane Recreation Ground – Pavilion, play equipment and football pitch
  - Spicers Sports Grounds – Premier level cricket ground, football pitches and pavilion
  - Lynton Way Recreational Ground – Pavilion, play equipment and football pitches
  - Additional Sports Facilities which may be created in the future
- 2 Park land, open spaces and recreational facilities at:
  - Church Lane
  - Deal Grove
  - Huckeridge Hill
  - Old Forge Way
  - Orchard Park, Tannery Road and Allotments
  - Teversham Way
  - Woodland Road
  - Millennium Copse
  - Parish Office
  - Footpaths x3
- 3 Parish Cemetery and St Marys Churchyard.
- 4 General service amenities within the village which are owned by or the responsibility of the Parish Council.

## MAIN DUTIES

- 1 Skilled manual work, including horticultural maintenance, grass cutting, clearing leaves, spraying, soil, levelling, reseeding and turfing.
- 2 To undertake a wide range of horticultural duties including planting, pruning, and grass seeding/cutting and maintaining hanging baskets. Maintenance of formal park areas and the Cemetery, levelling graves, grave marking out and installing base stones. Responsible for planting /maintaining new trees and hedges.
- 3 The weekly routine safety inspections of play equipment and maintenance (training will be given) and basic repairs and maintenance to premises when required.
- 4 Operation and maintenance of pedestrian and ride on machinery, including tractor/tractor implements, the use of hand tools for work such as digging, hoeing, raking, sweeping and the use of powered hand tools such as hedge-cutters, strimmer's, leaf blowers and chainsaws. The application of chemicals including herbicides, insecticides and fungicides, given appropriate training if required.
- 5 Undertake additional training as necessary and mutually agreed.
- 6 To be aware of, and act in accordance with, the Parish Council's Health and Safety Policy and to ensure Health & Safety rules and regulations are followed at all times.
- 7 Advise the Head Grounds Keeper/Clerk on cost effective methods of work and maintaining equipment and deputise for and assist the Head Grounds Keeper as necessary and to carry out other duties as reasonably required by the Parish Clerk from time to time.
- 8 Installation and repairs of fences, installation and repair of bins and benches, basic machine repairs.

## NATURE OF THE JOB

A variety of equipment and supplies are provided by the Council to enable scheduled tasks to be carried out. It is the Jobholder's responsibility to ensure that any equipment in personal use has been safety checked and stored securely after use. All tools must only be used by competent, trained staff. Specific control is required in the use of chain saws and herbicides and pesticides where the appropriate training certificates must be acquired.

The Grounds Keeper has a duty to themselves, other staff and the general public to work in a safe manner ensuring that the appropriate personal protective clothing and equipment is used and safety instructions adhered to.

Grievance issues must be reported directly to the Clerk. Incidents and accidents must in the first instance be promptly reported to the Clerk. Absence from work through illness must be reported to the Clerk by 10am of the first day of absence.

General issues relating to employment conditions are detailed in the Contract of Employment, Grievance Procedure and the Health and Safety Policy.

The Grounds Keeper is expected to attend evening Parish Council meetings when needed.

## REQUIREMENTS

### Essential

Valid UK driving licence

The ability to work out of hours if necessary

Experience in the use of equipment such as ride on mowers, tractors, mowers and other power tools

### Desirable

Appropriate grounds keeping qualifications (although training will be given)

A current PA1, PA2 and PA6 qualification