



Gardener

Candidate Information Pack



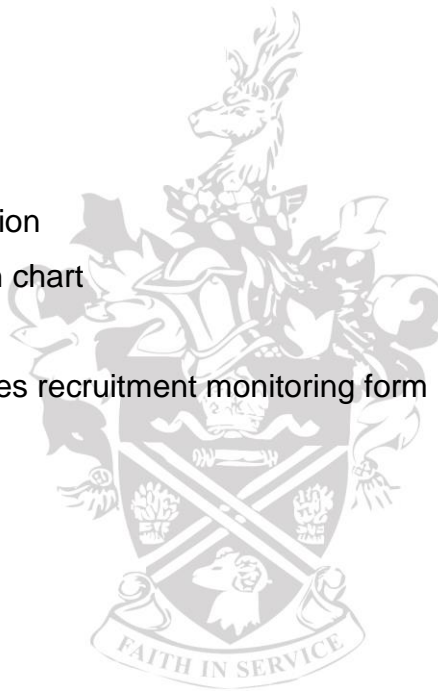
Didcot Town Council

Gardener

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Contents

1. Advertisement
2. Job description
3. Person specification
4. Staff organisation chart
5. Application form
6. Equal opportunities recruitment monitoring form





Recruitment of Gardener

Salary: £17972 to £21,074 per annum based on a 37 hour working week, pay review pending

Permanent position to start as soon as possible.

Working within a busy grounds maintenance team, must be hard working, punctual and have the ability to work alone or in a small team.

The ideal candidate must hold a current UK driving licence with no more than 3 points and be able to drive vehicles up to 3.5 ton.

Experience in all types of grounds maintenance work including litter picking, pitch marking, grass cutting including using ride on mowers and all associated small machinery, play area inspections and repair. PA1 & PA6 preferred.

The vacancy is full-time (37 hours) Monday to Friday 08.00 - 16.00 hours

Occasional overtime may be available and paid at an enhanced rate.

This is a great opportunity to join a team that enjoys serving their local community, which is based at Edmonds Park, Park Road, Didcot.

Didcot Town Council is a “local council”, a type of local authority that provides a range of services including the maintenance of open spaces on behalf of the people of Didcot.

The post is available immediately. To discuss the vacancy contact Tony Rudge, Outdoor Services Manager, Didcot Town Council, Britwell Road, Didcot, Oxfordshire, OX11 7HN, telephone 01235 812637 or email trudge@didcot.gov.uk

Send your completed application form and equal opportunities form to council@didcot.gov.uk or by post to Outdoor Services Manager, Didcot Town Council, Britwell Road, Didcot, Oxfordshire, OX11 7HN

The application pack is on our website at www.didcot.gov.uk/vacancies.aspx

Didcot Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community



Job Description

Job Title: Gardener/Handyperson

Objective: To provide assistance in the grounds maintenance of all Didcot Town Council land.

Job Summary: To carry out the day to day duties relating to the grounds maintenance operation of Didcot Town Council land.

Main Duties and Responsibilities:

1. General basic maintenance of small machines including rotovator, pedestrian mowers, ride on mowers, strimmers and general horticultural equipment.
2. Repairs to play equipment, including replacing swings and fixing replacement parts. Making safe damage and taping off equipment out of use. Repainting where necessary and general maintenance.
3. Grounds maintenance work, including full range of gardening work.
4. Handyman work to complete everyday repairs to various buildings including painting.
5. Occasional landscaping and clearance works to site as part of team.
6. Posting and removal of notices.
7. General housekeeping in relation to the cleanliness of the yard and storage block at Edmonds Park.
8. Maintain the workshop and tools in good order.
9. Pitch marking duties and care of goal posts.
10. Application of herbicides under COSHH guidelines. Care of chemical store and documentation.

11. General duties that include opening up buildings for others, assisting in erecting Christmas decorations inside and out, hanging basket maintenance, watering of beds and trees, assistance at Ladygrove Lakes for environmental issues.
12. Gate keeping duties as and when required: in the absence of the gatekeeper an early start/early finish or late start/late finish may be required.

Some weekend working will be required in the absence of normal weekend staff.
13. Litter picking, general cleaning of equipment including clearing up of broken glass and dog fouling.
14. Any other duties commensurate with the post that may be required by the Grounds Maintenance Supervisor, Technical Manager or the Town Clerk.

This job description is not exhaustive and may be subject to review as the Council may direct.





Person Specification – Gardener/Handyperson

Essential:

- Full Driving Licence

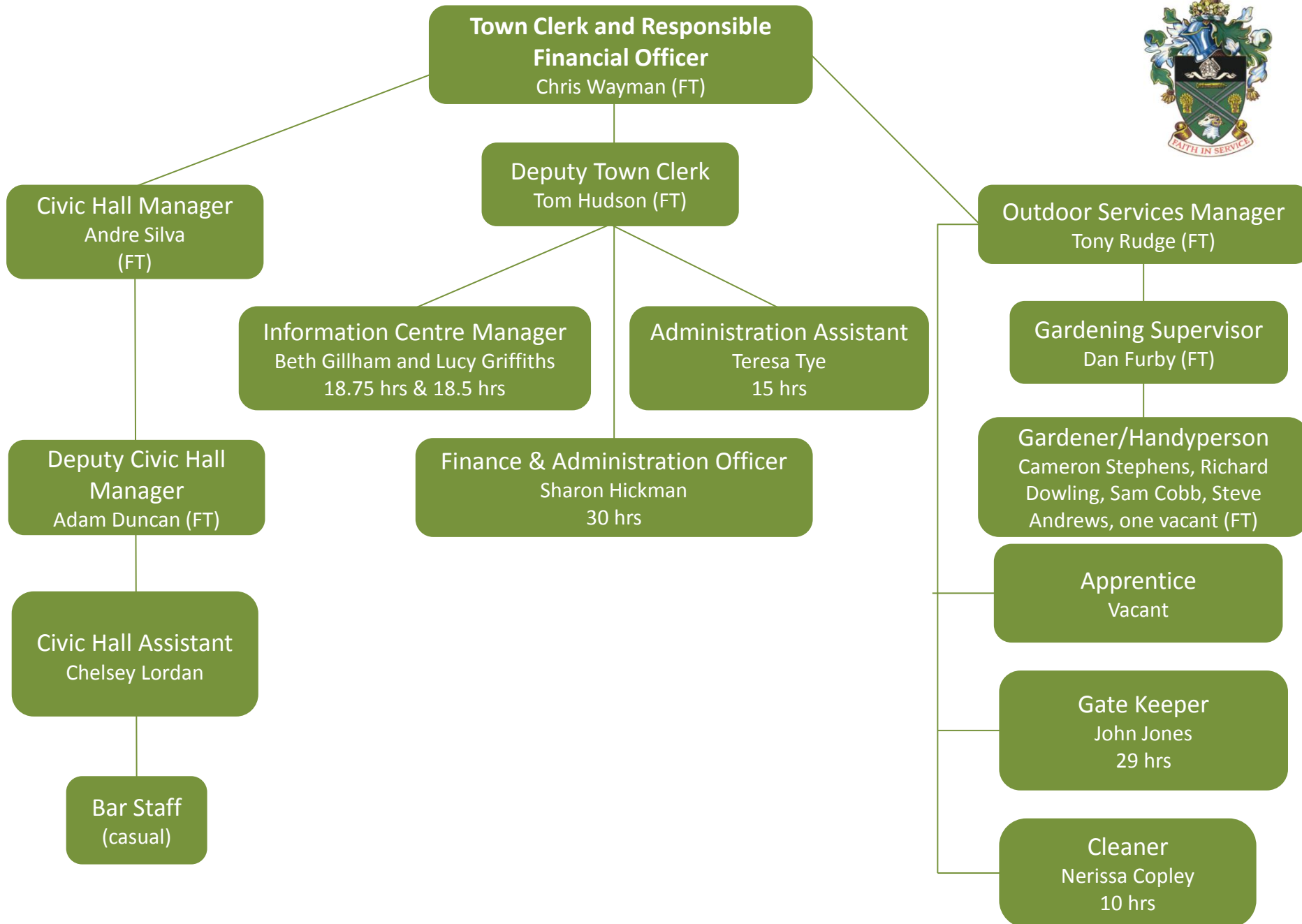
Desirable:

- Experience in grounds maintenance
- NVQ2 or other relevant horticultural or sports-turf qualification
- Experience of general garden machinery
- PA1/PA6A qualification
- Health and Safety awareness of working in public areas

Skills:

- A methodical, accurate approach to work
- Ability to work under own initiative and also as part of a team
- Ability to adapt to change
- Self-confident
- Self-motivated
- Able to communicate at all levels
- A pleasant, friendly nature and a sense of humour

Didcot Town Council Organisation Chart





Applications for Employment Post of Gardener

Please use **BLOCK CAPITALS** and continue on a separate sheet(s) if space is inadequate

Personal Details:

Forename: _____	Surname: _____
Address: _____	
_____	Postcode: _____
Telephone: _____	Mobile: _____
E-mail: _____	
<i>Please delete as appropriate:</i>	
Do you have a current valid driving license?	YES NO
Do you have access to a car?	YES NO
If you have a driving license is it:	PROVISIONAL FULL HGV
Details of position applied for:	
How did you learn of this vacancy?	

Health:

Approximately, how many sick days have you had in the past two years?
Do you require any reasonable adjustments for the interview and selection process? If yes, please give details below.

Experience and other information:

Please tell us what skills and personal qualities you have to enable you to work successfully in this role, relating your experiences, achievements and abilities to the post – you may add up to 2 further sheets of A4 if you wish.



Education Details

Please give details of all secondary education including examinations take (with results).		
Schools / Colleges	Courses / Exams	Qualifications / Grades obtained and Date
State any other achievements during educational:		
<i>Please be prepared to provide certificates of pass etc.</i>		

Further/Higher Education Details

Please give details of any university course or other further education undertaken (including youth training, technical courses, vocational studies, correspondence course, etc.).		
University / FE College	Course / Exams	Qualifications obtained Grade and Date
<i>Please be prepared to provide certificates of pass etc.</i>		

Professional body Membership

Please give details of membership of any professional body, including the grade of membership and award date

Previous Employer (1)
Name:
Address:
Postcode:
Email:
Position held:
Outline of duties/key achievements:
Dates employed:
Reason for leaving:



Previous Employer (2)
Name:
Address:
Postcode:
Email:
Position held:
Outline of duties/key achievements:
Dates employed:
Reason for leaving:

References:

Please give the names and addresses of two people whom we may contact for a confidential assessment of your suitability for this post, references will not be contacted without your agreement.

Reference (1)

Name:

Address:

Postcode:

Email:

Telephone:

Reference (2)

Name:

Address:

Postcode:

Email:

Telephone:

Right to work in UK

Are you legally entitled to work in the UK?

YES

NO

We will require evidence of this prior to commencing employment

Criminal Record

Have you ever been convicted of a criminal offence?

YES

NO

Declaration subject to the Rehabilitation of Offenders Act 1974

If YES, please give details:

Interests, Hobbies, Sports

Please give details of all your spare time interests and hobbies including details of membership of bodies, committees, voluntary work and so on.

Holiday Commitment

Please give details of any holiday commitment you have over the next 12 months.

Data Protection:

The Data Protection Act 1998 ("the Act") sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application ("the information") will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

Signed: _____

Date: _____

Undertaking:

Please read and sign the following undertaking: I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.

Signed: _____

Date: _____

Please send this form along with the equal opportunities form to council@didcot.gov.uk or by post to Outdoor Services Manager, Didcot Town Council, Britwell Road, Didcot, OX11 7HN to arrive by noon on Friday 15th March 2019



Equal opportunities recruitment monitoring form

Didcot Town Council is committed to equal opportunities in employment and seeks to ensure that no candidate is treated less favourably on the grounds of age, race, colour, ethnic origin, sex, marital status or disability.

To help us monitor our equal opportunities policy, please complete this questionnaire so that meaningful statistics may be gathered. Completion of each section is optional but your co-operation would be greatly appreciated.

Please Note: this form is used for statistical purposes only. It will be separated from the application form on receipt.

Application for the post of: Gardener / Handyperson

Please choose one section from A to E and then circle the appropriate answer to indicate your cultural background. These categories are based on the 2001 Census.

1. Ethnic Origin:

A – White

British
Irish
Other, please specify below

B – Mixed

White & Black – Caribbean
White & Black – African
White & Asian
Any other mixed background, please specify below

C – Asian or Asian British

Indian
Pakistani
Bangladeshi
Any other Asian background, please specify below

D – Black or Black British

Caribbean
African
Any other black background, please specify below

E – Other Ethnic Group

Chinese
Vietnamese
Any other background, please specify below

Please continue with the following questions, circling the appropriate answers

2. Gender: Male Female

3. Please give your current age _____

4. Marital Status: Not Married Married

5. Disability, do you consider yourself to be disabled?

 Yes No

6. Employment Status, are you currently employed;

 Yes No

7. Sexuality _____

I understand that this information may be stored confidentially and processed as part of the Didcot Town Council's monitoring of equal opportunities only in accordance with its obligations under the Equality Act and I give my consent to my details to be used for this purpose.

Signed _____ Date _____

Name _____

Thank you for your co-operation.

