

# Old Catton



# Parish Council

The Pavilion, Church Street, Old Catton, NR6 7DS

Clerk of the Council: Ms Sarah Vincent

[www.oldcattonparishcouncil.co.uk](http://www.oldcattonparishcouncil.co.uk)

Tel: 01603 423880

E:mail: [clerk@oldcattonparishcouncil.co.uk](mailto:clerk@oldcattonparishcouncil.co.uk)

## Temporary Groundsman

Old Catton Parish Council wishes to appoint a **temporary** Groundsman required with immediate effect to cover a period of long-term sickness. The hourly rate will be £11.00 per/hour.

The role involves supporting the Head Groundsman in the grounds management of sites owned and/or maintained by Old Catton Parish Council. Role will include, but will not be limited to, the operation of heavy machinery, grass cutting, strimming, hedge trimming, painting, power-washing. The role will also include the locking and unlocking of the Recreation Ground, some cleaning duties, litter picking and liaison with the public to ensure the safe usage of the Recreation Ground for all ages.

The role is a manual labour role as part of a friendly and effective team. The role is offered on a zero hour temporary contract working on a bi-weekly shift pattern. Working hours include late afternoon, evenings and weekends. Some experience in grounds maintenance would be ideal but not essential.

Application forms, available via our website [www.oldcattonparishcouncil.co.uk](http://www.oldcattonparishcouncil.co.uk). Please note DBS check will be required. Applications to be returned **ASAP** to Sarah Vincent at The Pavilion, Church Street, Old Catton, Norwich, NR6 7DS or via email: [clerk@oldcattonparishcouncil.co.uk](mailto:clerk@oldcattonparishcouncil.co.uk)

**Please note CV's will not be considered**

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## **JOB DESCRIPTION**

### **Temporary Groundsman**

#### OVERALL RESPONSIBILITIES

1. To carry out weekly Groundsman duties at all Council sites, as directed by Head Groundsman and to include covering annual leave as required. Duties to include, but not limited to:
  - Operation of heavy machinery
  - Grass cutting
  - Strimming
  - Hedge trimming
  - Painting
  - Power-washing
  - Operating gardening tools (spade etc)
  - Lifting
  - Using ladders and equipment at height
  - General manual labour
  - General grounds management
2. To oversee the Recreation Ground including:
  - To unlock when required and to lock and secure all buildings and the Recreation Ground, and to clear the Recreation Ground of all persons on closing, except when authorised use is still in progress.
  - Keeping grounds clear of litter at all times and regularly emptying of all bins.
  - To carry out weekly inspections of all play and gym equipment and report any issues to the Clerk's Office.
  - To carry out site inspections, to include woodland, and report any issues to the Clerk's Office.
  - War Memorial: to empty bins and clear weeds/leaves as required.
3. To oversee the activities of all persons on the Recreation Ground to ensure the following:
  - Prevention of improper use of any building, facilities and equipment provided by the Council for use by the public.
  - Restriction of vehicle entry onto the Recreation Ground other than in connection with supply of goods/services or repair maintenance of site.
  - Prevent entry of any dog or other animal to the Recreation Ground.
  - Regulate ball games with both soft and hard balls to areas where such games may be played.
4. To clean the Pavilion and toilets regularly as directed and as required.
5. To carry out such other duties as may be required by the Clerk of the Council consistent with the duties of the post.
6. To act in accordance with safety procedures relating to users of the Recreation Ground, and to work in accordance with the Health and Safety at Works Acts.

Post Applied for:

Post Number:

# Job Application Form

Closing Date:

Interview Date:

It is important that you read the guidance notes before completing this application form. Please complete this form fully using **black ink or type**. C.V.s are not accepted on their own. Applications received after the closing date will not normally be considered.

**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.**

## Section 1 Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone N<sup>o</sup>:

National Insurance N<sup>o</sup>: 

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Daytime Telephone N<sup>o</sup>:

Mobile Telephone N<sup>o</sup>:

E-mail address:

Can we contact you at work? Yes  No

Are you free to remain and take up employment in the UK with no current immigration restrictions? Yes  No

Job Share Details  
Are you applying on a job share basis? Yes  No

Driving Licence – if relevant to post applied for.  
Do you hold a full, clean driving license valid in the UK? Yes  No

**If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.**

## Section 2 Present Employment

**Present Employment** (If now unemployed give details of last employer)

**Name of Employer:**

**Address:**

  
  

**Postcode:**

**Post Title:**

**Date of Appointment:**

**Salary:**

**Department / Section:**

**Brief description of duties:**

Continue on a separate sheet if necessary

**Period of Notice:**

**Last day of service**

(if no longer employed):

**Reason for leaving**

(if no longer employed):

## Section 3 Previous Employment

**Previous Employment** (most recent employer first). Please cover the last 10 years and state nature of business - if not public sector

**Name of Employer:**

**Address:**

**Postcode**

**Position Held:**

**Summary of duties:**

**Reason for leaving:**

**Name of Employer:**

**Address:**

**Postcode**

**Position Held:**

**Summary of duties:**

**Reason for leaving:**

**Name of Employer:**

**Address:**

**Postcode**

**Position Held:**

**Summary of duties:**

**Reason for leaving:**

Continue on a separate sheet if necessary

## Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

## Professional, Technical or Management Qualifications

Please give details:

Professional / Technical / Management Qualifications	Course Details

Membership of any Professional / Technical Associations - Please state level of Membership:

Continue on a separate sheet if necessary

## Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Program or Course	Duration of Course

Continue on a separate sheet if necessary

## Section 6 Personal Statement

### **Abilities, skills, knowledge and experience.**

Please use this section to explain in detail how you meet the requirements of the Employee Profile. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

## Section 7 Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the rehabilitation of offender's act 1974?

Yes

No

If yes, please give details / dates of offence(s) and sentence:

## Section 8 Protecting Children and Vulnerable Adults

The following information may be required if the post you are applying for has a requirement for a DBS/CRB police check.

### Enhanced Checks Only

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes

No

## Section 9 Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

**We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.**

Do we need to make any specific arrangements in order for you to attend the interview?

Yes

No

If yes, please give details:



## Section 10 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Reference 1		Reference 2	
Name:	<input type="text"/>	Name:	<input type="text"/>
Position:	<input type="text"/>	Position:	<input type="text"/>
Work Relationship:	<input type="text"/>	Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	Postcode <input type="text"/>		Postcode <input type="text"/>
Telephone N°:	<input type="text"/>	Telephone N°:	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>

Are you willing for this referee to be approached prior to the interview? Yes  No

Are you willing for this referee to be approached prior to the interview? Yes  No

## Section 11 Declaration

Signed:	<input type="text"/>	Date:	<input type="text"/>
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(NB. Candidates selected for interview will normally be notified within three weeks of the closing date. Unfortunately applicants who do not hear from Old Catton Parish Council must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post.

**Old Catton Parish Council undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.**

**If you are returning this form by email, you will be asked to sign your application at the interview.**

### RETURNING THIS FORM



**By Hand or Post:**

Old Catton Parish Council  
The Pavilion  
Recreation Ground  
Church Street  
Old Catton  
Norwich NR6 7DS

**By E-Mail:**

clerk@oldcattonparishcouncil.co.uk

**Enquiries:**

Telephone: 01603 423880

## Section 12 Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by Old Catton Parish Council purely for monitoring purposes.

Application for the post of:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please **COMPLETE THIS SECTION OF THE APPLICATION FORM.**

### What is your Ethnic Group?

Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background.

#### A. White

White UK

Irish

White non-UK

Any other White background  
(please give details):

#### B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background  
(please give details):

#### C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background  
(please give details):

#### D. Black or Black British

Black Caribbean

Black African

Any other Black background  
(please give details):

#### E. Chinese or other ethnic group

Chinese

Vietnamese

Any other ethnic background  
(please give details):

F. I do not wish to provide this information

## Section 12 Recruitment Monitoring Form continued

### Gender

Male

Female

### Disability

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider yourself disabled?

Yes

No

If yes, please give details:

### Present Status

Internal Applicant

External Applicant

### Age Group

16-25

26-35

36-45

46-55

56-65

66-70

Over 70

### Media

Please state where you saw this post advertised