



Hughenden Parish Council – Job Vacancy

Hughenden Parish Council is currently looking to recruit an experienced part-time grounds/general maintenance person on an initial one-year contract basis, to undertake a range of grounds and general maintenance tasks across Hughenden Parish.

Applicants must hold a full/clean driving licence and be able to work as part of a team.

- Employer:** Hughenden Parish Council
- Location:** Hughenden Parish which includes Great Kingshill, Hughenden Valley, Naphill, Walters Ash and Widmer End
- Job Type:** Part-time 25 hours per week – ideally 5 hours per day Mon – Fri (working hours between 8am – 5pm)
- Job Purpose:** To undertake a range of grounds and general maintenance tasks across Hughenden Parish.
- Salary:** £19,171 - £23,836 pro-rata and dependant on experience

Duties will include:

- General grounds maintenance – gardening, grass, hedge-cutting, leaf clearance, possible snow clearance and gritting, litter picking and graffiti removal
- Street Furniture Maintenance – inspecting, cleaning, repainting and minor repairs of bus shelters, notice boards and benches, erecting signs, updating notice boards, installing benches and bins where required
- Health and Safety – weekly inspections of playgrounds, comply with all Health and Safety Regulations, safety checks in allotments
- General Duties – carry out minor repairs around the parish, removal of unauthorised signage, inspect overgrown hedges
- Administrative – report directly to Deputy Clerk, attend any necessary training, maintain diary of tasks, work within supplied health and safety requirements

No terminology in this advert is intended to discriminate against any of the protected characteristics that fall under the Equality Act 2010. We welcome applications and are happy to discuss reasonable adjustments and/or arrangements as required to support your application.

For a full Job Description, Person Specification & Application Form, please email:
clerk@hughendenpc.org.uk or call 01494 715296

CLOSING DATE FOR APPLICATIONS IS 06/03/2020