

## **Groundsperson & Deputy Facilities Manager**

**37 hours per week - SCP 12 - 15 (£28,598 – £30,024)**

**Role Reports to the Facilities Manager (subsequently to the Parish Clerk)**

**Caretaking Team and Grounds Team Report into the Role**

**Working Hours to be Agreed with the Facilities Manager/Parish Clerk, to ensure all parts of role are covered**

## **Groundsperson & Deputy Facilities Manager**

### **JOB DESCRIPTION**

It is important that an overriding part of the role of the Groundsperson & Deputy Facilities Manager is flexible, working as an essential part of the grounds and caretaking team, covering for other members of staff as required. The Groundsperson & Deputy Facilities Manager will fully assume supervisory duties in the absence of and working with the Facilities Manager.

The successful candidate must hold **NVQ Level 1 & 2 in Horticulture** and have experience in **fine turf care** and **football pitch maintenance**. They should also have a keen interest in the maintenance of **play areas, hard courts, allotments, and public open spaces**.

In addition to grounds and gardening duties, the postholder will receive **in-house training** to support the management of a **busy community centre**, learn about **council buildings maintenance**, and gain exposure to **budgets, contractor liaison**, and the wider function of the **local council**.

The postholder will report to the **Facilities Manager**.

### **Supervisory Capacity (Assist & Deputise)**

- To assist/act in a supervisory capacity for the team of caretakers and grounds staff responsible for Hellesdon Community Centre and other public services provided by Hellesdon Parish Council, escalating any matters to the Facilities Manager and/or Parish Clerk when necessary.
- To assist/arrange rotas, and send to the Clerk for authorisation, to ensure that all buildings and facilities provided by Hellesdon Parish Council are open and closed at the correct time.
- To raise training requirements of all caretaking and grounds staff to the Facilities Manager. Undergo management training to support the running of a **community centre**, including day-to-day management tasks. Learn about **budget management, contractor engagement, and facility compliance requirements**.

- To assist/monitor the security CCTV cameras and provide the police information on request.
- To assist and contribute to the budgeting process for grounds and for any repair works to any parish facility.
- To assist with the quality checks of works of members of the team to ensure that obligations under cleanliness and health and safety are met.
- To assist with ensuring that the team of caretakers and grounds staff understand their roles sufficiently to ensure that the parish facilities are run safely.
- To ensure the Facilities Manager and Parish Clerk has a high level overview of the grounds and caretaking teams and parish facilities.
- To ensure close liaison with office staff to ensure all parties understand the needs of parishioners, particularly in relation to community centre and sports bookings.
- To attend meetings as required with other council staff.
- Work under the direction of the **Facilities Manager**, providing support across both outdoor and indoor services

#### **Health and Safety Capacity**

- To ensure that all health and safety checklists for Hellesdon Community Centre and other public facilities run by Hellesdon Parish Council are being completed.
- To ensure that all in house tests, such as fire alarm and emergency lighting checks are being completed, on all council facilities.
- To arrange for in house repairs to be completed or escalate those that require specialist repair or are permanently damaged, as directed by the Parish Clerk or Facilities Manager.

#### **Practical Capacity**

- Undertake a full range of **grounds and gardening duties**, including:
  - Lawn care and mowing
  - **Strimming and hedge cutting**
  - **Maintenance of allotment sites**
  - **Pitch preparation and fine turf maintenance**
  - Marking and maintenance of football pitches and sports areas
  - Upkeep and inspection of **play areas** and **hard court surfaces**
- Operate and maintain horticultural machinery and equipment safely
- Support caretaking staff and **cover caretaking duties** during periods of **sickness and annual leave**
- Carry out **basic repairs and maintenance tasks** to council buildings and property
- Assist with setting up for events and community activities