

Grounds Person – Multi Use Games Area

Reports To

The Grounds Person will report to the Parish Clerk.

Job Overview

The Grounds Person will be tasked with ensuring the Multi Use Games Area (MUGA) is properly maintained and accessible for bookings. This role will help Glapwell Parish Council ensure its facilities are available and safe for members of the public to use.

Responsibilities and Duties

- Maintenance of MUGA adhering to maintenance schedule
- Maintenance, as necessary, of surrounding areas
- Electronic completion and submission of paperwork to ensure warranty is maintained
- Completion of timesheets and related documentation
- Main keyholder for site providing point of access for users
- Maintaining Health and Safety across the site
- Report any safety or user issues to the Parish Clerk using e-mail
- Monitor booking system to ensure access is available for users
- In periods of low usage duties may extend to our other site

Qualifications and skills

- Good level of physical fitness
- Ability to work outdoors all year round in all weather conditions
- Good level of IT skills including use of e-mail and word processing applications
- Reliable worker with ability to perform routine tasks unsupervised
- Access to a PC/laptop and the internet

Hours of work: 5 hours per week

This position is based predominantly at the Multi Use Games Area at Hall Corner, Glapwell. You will be responsible for opening the facility for bookings and securing the site after users leave. This is a physically demanding job with duties including leaf and vegetation removal and hand brushing of the MUGA. Bookings are currently available seven days a week 10am until 9pm although most bookings currently occur weekday evenings. You should have access to a computer and the internet. In times of low usage, you may be asked to provide support at The Glapwell Centre as part of the maintenance team.

This job will be subject to a satisfactory probation period of 3 months.

Salary: National Minimum Wage

To apply submit a CV and supporting statement telling us why you would be suited to the position. When writing your personal statement please refer to the person specification and include evidence of the skills asked for in your application.

Please note Glapwell Parish Council are currently recruiting for two positions, Marketing Manager and Grounds Person both related to the Multi Use Games Area. We welcome applications from individual candidates for both positions. In the case of one candidate being appointed for both positions then duties would be combined into a ten-hour position.

Send completed application to glapwellpc@outlook.com

Closing date:

Person Specification

Grounds Person

Criteria	E or D*	S or I**
Knowledge, skills and experience		
Physically fit	E	S
Ability to work outdoors in all weather conditions	E	S
Experience of using basic word processing applications and e-mail	E	S/I
Friendly manner with experience of working with members of the public	E	S/I
Experience of conducting risk assessments	D	S
Ability to work remotely and independently	E	S/I
Ability to work with other team members to manage bookings	E	S/I
Other		
Have access to computer and internet	E	S
Flexible approach to work duties	E	S/I
Standard DBS check	E	S
*E = Essential criteria D = Desirable criteria **S = Short listing criteria I = Interview criteria		