



SOUTH SWINDON PARISH COUNCIL

JOB DESCRIPTION

Position: Grounds & Street Cleaning Operative

Department: Environmental Services

Reports to: Services Manager

Location: South Swindon Parish area

Contract Type: Permanent

Salary: NJC SCP 7-12 (£27,274- £29,542 per annum)

Working Hours: 37 hours per week, Monday to Friday (flexible hours may be required)

Application Deadline: Sunday 18th October

Expected Start Date: Monday 2nd November

JOB PURPOSE

This role is integral to delivering high-quality grounds maintenance and street cleaning services across South Swindon Parish. You will be responsible for maintaining parks, play areas, open spaces, and streets to ensure our communities remain clean, safe, and well-cared for. The position requires a dedicated individual who takes pride in their work and contributes to creating neighbourhoods that residents value.

ABOUT SOUTH SWINDON PARISH COUNCIL

We are committed to delivering excellent front-line community services that make a real difference to residents' lives. Our services include grounds maintenance, street cleaning, management of 14 allotment sites, 22 play areas, 3 public parks (Town Gardens, Queen's Park and GWR Park), two community centres, two libraries, a youth service, community engagement and a comprehensive events service.

Our Objectives:

- Work with residents to create well-cared-for neighbourhoods
- Make optimal use of Parish resources to deliver quality services to residents and business customers
- Provide best value services through continuous improvement, adaptability, and professional development

KEY RESPONSIBILITIES

Grounds Maintenance

- Operate ride-on mowers, tractors, push mowers, strimmer's, and other specialised equipment to maintain grass areas
- Undertake horticultural activities including planting, pruning trees and shrubs, seeding, watering, feeding, and weeding
- Apply herbicides and fertilisers in accordance with regulations and safety procedures
- Maintain flowerbeds, borders, and landscaped areas to high standards

Equipment Operations & Maintenance

- Operate and maintain various equipment including hydraulic ride-on mowers, Tractors, sweepers, hedge trimmers, strimmer's, vacuums, blowers, and different mower types (petrol, diesel, electric, rotary, cylinder)
- Demonstrate basic mechanical knowledge and guide colleagues in equipment maintenance
- Ensure all tools and machinery are cleaned, maintained, and stored safely according to manufacturers' instructions
- Conduct daily equipment safety checks and report any defects immediately

Street Cleaning & Public Areas

- Conduct litter clearance, sweeping, and general site maintenance across parish areas
- Empty and maintain public bins and waste collection points
- Perform seasonal activities including winter gritting and snow clearing
- Respond to emergency situations such as fallen trees, flooding, or hazardous materials

Health & Safety Compliance

- Comply fully with all South Swindon Parish Council policies and procedures

- Adhere to current health and safety legislation including the Health and Safety at Work etc. Act 1974 and subsequent regulations
- Produce and follow risk assessments and safe systems of work
- Work safely in public environments, including around utility services
- Report hazards and incidents promptly using established procedures

Administration & Customer Service

- Maintain accurate records including vehicle logs, waste disposal documentation, and work-related forms
- Complete needle collection forms and other health and safety documentation
- Provide professional customer service to residents and respond to enquiries courteously
- Follow service plans and operational procedures

TERMS & CONDITIONS

Employment Details

- Contract: Permanent employment subject to successful completion of 6-month probationary period
- Notice Period: 4 weeks (after probationary period)
- Vehicle: Parish vehicle provided for work duties
- Uniform: Work clothing and PPE provided

Benefits Package

- Annual Leave: 25 days plus bank holidays (increasing with service)
- Pension: Local Government Pension Scheme (employer contribution currently 19.3%)
- Sick Pay: Occupational sick pay scheme
- Training: Comprehensive induction program and ongoing professional development opportunities
- Flexible Working: Considered on application after probationary period

Performance & Development

- Regular supervision meetings with line manager
- Annual performance review with objective setting
- Access to relevant training courses and certifications
- Opportunities for career progression within the organisation

HEALTH & SAFETY REQUIREMENTS

This role involves:

- Working outdoors in all weather conditions
- Operating machinery and power tools

- Manual handling of materials and equipment
- Working at heights (ladders, platforms)
- Exposure to chemicals, dust, and noise
- Lone working situations

Comprehensive health and safety training will be provided, and all necessary PPE will be supplied.

APPLICATION PROCESS

To apply, please submit:

- CV and covering letter
- CV outlining relevant experience
- Contact details for two professional references

Applications should be submitted to:

Interviews will be held on: week commencing Monday 26th October

EQUALITY & DIVERSITY

South Swindon Parish Council is committed to equality of opportunity and welcomes applications from all sections of the community, regardless of race, gender, age, sexual orientation, disability, religion or belief, gender reassignment, marriage and civil partnership, pregnancy and maternity, or any other protected characteristic under the Equality Act 2010.

We are committed to being an inclusive employer and will make reasonable adjustments to our recruitment process and working arrangements where required. If you require any adjustments to enable you to apply for this position or attend an interview, please contact us at ceo@southswindon-pc.gov.uk

We particularly welcome applications from underrepresented groups and are committed to creating a diverse workforce that reflects the communities we serve.

DATA PROTECTION

Personal information provided in your application will be processed in accordance with the Data Protection Act 2018 and GDPR. Information will only be used for recruitment purposes and will be held securely. For our full privacy policy, please visit <https://southswindon-pc.gov.uk/wp-content/uploads/2022/12/25.-21.-Privacy-Notice-GDPR.pdf> or contact us directly.

South Swindon Parish Council reserves the right to close this vacancy early if sufficient applications are received.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications	• Full, clean driving licence • Right to work in the UK	• Trailer licence • Machinery operation certificates • Chainsaw licence • Relevant horticultural qualifications
Experience	• Horticultural or similar outdoor work experience • Gardening/grounds maintenance experience • Experience with grounds maintenance equipment • Customer service experience • Strong communication and interpersonal skills	• Fencing and boundary maintenance • Advanced machinery operation • Public sector experience • Supervisory experience
Skills & Knowledge	• Ability to work independently within guidelines • Team working capabilities • Basic mechanical knowledge • Health and safety awareness • Basic IT literacy	• Advanced mechanical skills • First aid qualification • Environmental awareness • Problem-solving abilities
Personal Qualities	• Reliable and conscientious • Physically fit for outdoor manual work • Adaptable to changing priorities • Confident in challenging unsafe practices • Professional approach to work • Strong attention to detail • Willingness to work flexible hours including occasional early starts/late finishes	• Leadership potential • Proactive approach • Interest in environmental sustainability • Community engagement skills
Other	• Acceptance of outdoor work in all weather conditions • Commitment to continuous learning and development	• Interest in career progression • Willingness to participate in training programs