

# TENTERDEN TOWN COUNCIL

The Town and Hundred of Tenterden



A Corporate Member of the Cinque Ports

Maintenance Worker	
Contract type and hours	Permanent Full time (37 hours per week)
Working hours	Monday, Tuesday, Thursday, Friday (7am – 4.15pm) Some weekend working will be required
Location	Tenterden, principally at Town Council sites
Reports to	Site Manager
Responsible for	This post holds no supervisory responsibility
Salary scale	SCP 8 – 15 £22,777 - £25,878 (pay award pending)

## Tenterden Town Council

The Town Council's central role is to act in the interest of the whole community by making decisions and recommendations to improve the quality of life, the town and its environment. The Town Council serves as the main link between the people of Tenterden and the district authority, Ashford Borough Council.

The town council consists of 16 councillors, elected by the community to decide collectively, how the council should carry out its various activities. Councillors represent the public interest as well as the individuals living within the ward in which he or she has been elected to serve a term of office.

The activities and decisions of the town council are implemented by a small team of staff, led by the Town Clerk. The staff team consists of administrative staff who enable the town council to operate, to fulfil its statutory duties and manage and make the best of its resources. The team is based in the Town Hall, which as well as being a hireable venue acts as a service hub for local residents and provides a small tourist information function. The town council's Maintenance Team undertakes duties in and around the town, focusing on maintaining and caring for council land and properties, ranging from public buildings, gardens and play areas to Kiln Field, the town's nature reserve.

Tenterden Town Council as an organisation dates back hundreds of years. Records exist dating as far back as 1449, when the town was granted borough status by King Henry VI. Tenterden is a member of the historic Confederation of Cinque Ports, as a limb of Rye.

## Main purpose of the role

To join the council's small team of maintenance staff, working to maintain and care for council owned and maintained properties and green spaces in the town. Including, but not limited to the Town Hall, Tenterden and St. Michael's Recreation Grounds, Kiln Field Nature Reserve, the Millennium Garden, Coombe Lane closed cemetery, three sets of public toilets and various planters and flower beds in the town.

Tenterden Town Council, Town Hall, 24 High Street, Tenterden, Kent, TN30 6AN

Website: [www.tenterdentowncouncil.gov.uk](http://www.tenterdentowncouncil.gov.uk) • Email: [townhall@tenterdentowncouncil.gov.uk](mailto:townhall@tenterdentowncouncil.gov.uk)

Telephone: 01580 762271 • Fax: 01580 765647

<b>Main Duties</b>	
1	<p>Grounds maintenance duties at town council managed grounds and outdoor facilities, including recreation grounds, play areas, gardens, flower beds and other green spaces.</p> <ul style="list-style-type: none"> <li>a) Mow, strim and edge grassed areas as necessary to maintain them as a public amenity.</li> <li>b) Maintain and care for town council gardens and flower beds.</li> <li>c) Remove fallen branches, leaves, debris or rubbish from council-maintained areas.</li> <li>d) Control plant growth and weeds to a standard suitable for public leisure areas.</li> <li>e) Perform visual inspections of play equipment, checking for faults or repairs needed.</li> <li>f) Litter picking and bin emptying at council-owned areas.</li> </ul>
2	<p>Buildings maintenance duties at town council owned and maintained properties, including Town Hall, public toilets, Maintenance Facility, and any other buildings maintained or used by the council.</p> <ul style="list-style-type: none"> <li>a) Undertake regular maintenance checks, including but not limited to testing of fire alarms and other systems.</li> <li>b) Carry out routine non-specialist maintenance and decorating tasks.</li> </ul>
3	<p>Supporting events and activities either taking place on town council land and buildings, or organised/facilitated by the council.</p> <ul style="list-style-type: none"> <li>a) Preparation for events, including but not limited to setting up furniture and equipment.</li> <li>b) Supporting events, including being present for all or part of their duration, undertaking any maintenance tasks as required.</li> <li>c) Clear down and tidy up at the end of events.</li> <li>d) Set up and clear down of the Friday Market.</li> </ul>
4	<p>Undertake all tasks and activities, with reference to appropriate health and safety matters, including but not limited to the following.</p> <ul style="list-style-type: none"> <li>a) Wearing appropriate protective clothing and operating any machinery in accordance with the manufacturer's instructions.</li> <li>b) Reporting any serious maintenance requirements to the Site Manager, including any vandalism or damage. Dealing with any such matters as appropriate/instructed.</li> <li>c) Immediately reporting any fault or hazard that might cause harm or injury.</li> </ul>
5	<p>To undertake appropriate maintenance and care of town council owned or hired, machinery and equipment. Including but not limited to the following.</p> <ul style="list-style-type: none"> <li>a) Clean, check and tidy away of equipment at the end of use, reporting any issues to the Site Manager.</li> </ul>
6	<p>To respond to comments, questions and queries from members of the public with politeness and courtesy at all times.</p>
7	<p>To undertake all tasks consistent with the aims and aspirations of the town council's Climate Action Plan.</p>
	<p><u>Please note</u>: these duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grading of the post. This Job Description may be reviewed and updated from time to time.</p>

<b>Person Specification</b>			
<b>Qualifications/previous training</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
Grounds maintenance		X	Application form/interview
Equipment use (grounds maintenance eg strimmers, mowers etc)	X		Application form/interview
Equipment use (eg that used for repairs and maintenance)	X		Application form/ interview
Horticultural qualifications or training		X	Application form/ interview
<b>Experience and knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
General grounds maintenance		X	Application form/ interview
Horticultural/gardening		X	Application form/ interview
General non-specialist, building maintenance and repairs	X		Application form/ interview
<b>Skills and attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
Good interpersonal skills	X		interview
Able to work as part of a small team	X		Application form/ interview
Able to work independently	X		Application form/ interview
Able/willing to follow instruction and carry out tasks specified			Interview
Health and safety awareness, in respect of oneself and others	X		Interview
Used to/willing to and able to, work outdoors, throughout the year and for extended periods	X		Application form/ interview
Physically fit and able to undertake manual tasks as necessary to fulfil the requirements of the role	X		Application form/ interview
<b>Other matters</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
Willing and able to work weekends, on a rota/occasional basis.	X		Interview
Full UK driving licence (DVLA check required) for at least 12 months. Less than 6 points and no IN or DD endorsements of less than 5 years.		X	Interview
Prepared to attend training courses .	X		Interview

## Recruitment and selection process

Application is through submission of a covering letter along with a completed standard application form. A CV may be submitted if this will complement or amplify points on the completed application form.

The closing date for applications is Monday 9<sup>th</sup> October at midday

Applications should be sent to: [townhall@tenterdentowncouncil.gov.uk](mailto:townhall@tenterdentowncouncil.gov.uk)

Shortlisted candidates will be invited to attend an interview at the Town Hall, at a date to be confirmed.

Any questions or queries should be addressed to:

Debbie Baines, Town Clerk  
[townclerk@tenterdentowncouncil.gov.uk](mailto:townclerk@tenterdentowncouncil.gov.uk)  
01580 762 271

## Benefits

Annual leave

28 days annual leave plus statutory bank holidays (pro-rata for part-time staff)

Pension scheme

Enrolment on the Kent Pension Fund, Local Government Pension Scheme.