



<b>Job Title:</b>	Parks and Estate Officer		
<b>Location:</b>	Thorpe St Andrew Town Council		
<b>Level/Salary Range:</b>	£27,269 + LGPS Pension	<b>Position Type:</b>	37 hours per week Monday to Friday
<b>Applications Accepted By:</b>			
<b>E-MAIL:</b> <a href="mailto:office@thorpestandrew-tc.gov.uk">office@thorpestandrew-tc.gov.uk</a> <b>Attention:</b> Town Clerk		<b>MAIL:</b> Sarah Bristow CEO/Town Clerk Thorpe St Andrew Town Council Fitzmaurice Park Pound Lane Thorpe St Andrew NR7 0UL	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b> Under general direction of the Town Clerk, maintain and supervise the day-to-day operational running of council recreational parks and sporting facilities. <ol style="list-style-type: none"><li>1. Provide a highly visible service to assist with queries and issues arising from use of Town Council buildings</li><li>2. Undertake routine grounds and building maintenance work</li><li>3. Marking out and setting up of sports pitches and amenity playing surfaces. Look after the surrounding areas and carry out general duties</li><li>4. Safely operate equipment and machinery used in grounds maintenance</li><li>5. Drive and maintain vehicles and equipment as required</li><li>6. Inform line manager or where appropriate, take corrective action on mechanical defects or breakdown of equipment</li><li>7. Ensure the safe use, storage and disposal of herbicides and other similar substances</li><li>8. Promote the Health and Safety of self and others. Respond to emergencies</li><li>9. Maintain a highly visible public presence on Town Council sites and deal with enquires in a timely and positive manner</li><li>10. Monitor and document the usage of Town Council facilities.</li><li>11. Monitor, record and promote responsible park and mooring usage, issuing enforcement through any byelaws, contract-law, fixed penalty notice and/or delegated powers as required</li><li>12. Support Town Council Events</li><li>13. Monitor and report issues and breaches of the allotment garden rules on allotment sites as required</li><li>14. Undertake any such duties reasonably requested which are commensurate with the general level of responsibility</li><li>15. Undertake training as directed</li><li>16. Actively support the principles and practice of equality of equal opportunities</li><li>17. Take reasonable care for the health and safety of yourself and other persons</li></ol> <p>Post may be subject to DBS check.</p>			

Please note: This is not an exhaustive list and the postholder may be required to undertake additional roles and responsibilities as identified from time to time in order to meet the ongoing requirements of the council.

The Parks and Estate section of Thorpe St Andrew Town Council is looking to recruit a suitably qualified and experienced Parks and Estate Officer. Your duties will involve a range of tasks including building and amenity monitoring and maintenance, grounds maintenance, promoting health and safety and supporting Town Council events. Hours of work may include evenings and weekends covering events and flexibility and reliability are therefore important.

This post may be subject to Disclosure and Barring Service checks.

Prospective candidates are welcome to visit the properties, by attending the Town Hall or call (Tel: 01603 701048) to discuss the post or seek additional information.

Thorpe St Andrew Town Council is committed to being an equal opportunities employer. If you have any additional needs, please tell us about any adjustments we may need to make to assist you with the selection process.

Applications are invited via submission of a completed application form, which should be sent to the CEO/Town Clerk, Sarah Bristow by e-mail to [clerk@thorpestandrew-tc.gov.uk](mailto:clerk@thorpestandrew-tc.gov.uk)

Deadline for receipt of applications: **12 noon on 11 July 2025.**



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<b>Person Specification</b>			
<p><b>THE PERSON SO APPOINTED MUST FULFIL THE FOLLOWING REQUIREMENTS:</b></p> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <p>Applicants should have a minimum of 2 years prior grounds maintenance experience.</p> <p><b>ESSENTIAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• A Valid “full” Driving License</li> <li>• Awareness of Health and Safety requirements</li> <li>• Good communication skills</li> <li>• Reliable and flexible approach to work</li> <li>• Ability to work in a fast-paced environment</li> <li>• Experience of dealing with competing deadlines</li> </ul> <p><b>DESIRABLE SKILLS</b></p> <ul style="list-style-type: none"> <li>• Formal training in Manual Handling</li> <li>• NPTC Chainsaw CS30,CS31a &amp; CS31b</li> <li>• Competence in the Safe Use of Pesticides PA1 &amp; PA6</li> <li>• Emergency First-aid</li> <li>• Fire Marshall Training</li> <li>• Experience of Enforcement Activities related to Local Government</li> <li>• Experience of General Building Maintenance</li> </ul>			

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