



SUNNINGDALE PARISH COUNCIL

Park Keeper – with associated accommodation

Park Keeper Role Advertised:	10 th September to 1 st October 20
Viewing of the Accommodation:	29 th and 30 th September 20
Interview Date:	Week commencing 5 th October 20
Employment and Occupancy from:	Immediate start on receipt of references Mid to late October expectation

Associated Accommodation with Employment

As a condition of the employment, the employee shall occupy the 3-bedroom maisonette property at Broomhall Lane Recreation Ground as a licensee and pays a licence fee of £1,250 per calendar month, paid the first day of each calendar month. This fee includes gas and water.

A separate service occupancy agreement between employer (Sunningdale Parish Council) and Employee will be signed along with the contract of employment. This licence is available on request to the Clerk.

Background

Broomhall Lane Recreation Ground has been a popular park for the residents of Sunningdale and the surrounding areas for many years. The safety and maintenance of the play equipment at the Park is provided by an external qualified contractor along with the maintenance of the grass and woodland areas by another specialist contractor.

The council also employs the service of a local maintenance contractor who maintains the physical structure of the park buildings and equipment.

The role of Park Keeper is to provide the on-site presence able and prepared to maintain the security of the park along with ensuring that users of the park do so within the rules set by the council. At times this may mean approaching individuals or groups to confirm their activities and inform them of the park rules.

Person Specification

The ideal person will have experience working with members of the public in a customer focused role, who should always display a polite and courteous disposition when dealing with members of the public.

The successful candidate will be able to take a firm but friendly approach in all dealings with the public and be confident to give out information and instructions to ensure the health and safety of park users. This person will represent the council and should be able to do so in a professional and proactive manner.

Able to work under their own supervision, the Park Keeper will ensure that not only the aspects of the role mandated are completed on time and to a high standard but be aware of the overall park in order to bring forward areas where improvements have been or need to be made.

The successful candidate will have a positive, flexible approach to day-to-day duties with an understanding of working in a small team.

This role requires a DBS check.

Job Description

Reporting to:	Clerk to the Council
Role (to include):	Park Keeper. Duties as specified by the Clerk (see areas of responsibility below).
Hours of work:	14 hours per week Hours are flexible within the requirements of the role with prior arrangement with the Clerk It is to be expected that winter hours will be less than summer hours
Rate of Pay:	£9.30 per hour /£17,893 FT Equivalent / Contributory pension £9.75 per hour / £18,759 FT Equivalent after a successful 6-month probation Automatic enrolment in a pension fund with 8% employer and 6% employee contributions
Holiday:	Council annual leave for full time employees is 21 days. Holiday will be pro-rata for hours worked

Areas of responsibility:

The Park's Physical Care to include:

- Collection of litter from around the park and emptying the waste bins
- End of day checks that all buildings and facilities on site are secure and left for the following day to include external doors and windows, storage areas, toilets, refreshment chalet, tennis courts and gazebos
- Locking and unlocking the toilets and other secured areas of the park
- When necessary providing additional support for members of the tennis club allowing access to the courts and training on use of the lighting

Maintaining order, protecting the public preserving the Council's property from injury through:

- Ensuring users of the park do so within their designated areas and within the confines of the equipment
- Approach and inform users who are not abiding by the park rules and bye laws to include dog owners and sports teams
- Informing the Clerk and any relevant authorities of activities taking place which may endanger park users or the perpetrators
- Reporting all anti-social behaviour witnessed to the Clerk

Daily maintenance and cleaning of facilities:

- Cleaning the ladies, gents, and disabled toilets daily throughout the summer and 3 times per week in the winter
- Ensuring the toilets are stocked with soap, hand towels and toilet roll
- Preparation of the community room for bookings to include set up of chairs, tables, projectors etc
- Liaising and allowing access for external contractors at the direction of the Clerk or Office based team
- Reporting defects of the building, furniture, fittings, and equipment promptly to the Clerk or Office based team
- During the pandemic, spraying high touch areas with anti-viral liquid

When working in the park be prepared to:

- Greet visitors and provide a point of information and contact
- Act as an ambassador for the park passing comments back to the Clerk's office for ideas and improvements