

UCKFIELD TOWN COUNCIL

POST TITLE:	Seasonal Grounds Person
DEPARTMENT:	Grounds
HOURS:	Temporary full-time contract (31 March to 30 September 2025) (with one week of induction from 24 March 2025) 37 hours per week
PURPOSE OF JOB:	Principally, and in conjunction with others, maintain the Town Council's outside areas for the benefit of the residents of the Town.
PLACE OF WORK:	Victoria Pleasure Ground, Uckfield
REPORTS TO:	Head Groundsman

DUTIES AND RESPONSIBILITIES

1. Assist with cricket and football pitch maintenance to ensure the correct maintenance and marking out of sports pitches;
2. Plant and maintain flower and shrub borders including pruning;
3. Maintain and repair public seats, shelters fences, notice boards and signs and the Council's machinery; reporting any major repair that may be required;
4. Ensure the clearance of litter and weeds, and general tidiness of open spaces including play areas, recreation grounds and allotments etc;
5. Keep designated footpaths and twittens free of litter and vegetation;
6. Hedge cutting and leaf clearance;
7. Any other duties the Council may consider appropriate to the post;
8. Under the Health and Safety guidelines issued by the Council, ensure the safety and well-being of all who visit or work in the facilities provided by the Council.
9. The job activities quoted above are examples of the work involved. They do not purport to be a comprehensive list of all aspects of the principal duties.
10. You are required to wear protective clothing where appropriate, all of which will be provided.

PERSON SPECIFICATION – SEASONAL GROUNDSPERSON

	Essential Criteria	Desirable Criteria
Key Skills and Abilities	<p>Ability to effectively work on own and be able to organise personal workloads.</p> <p>Ability to use own initiative.</p>	
Education and Qualifications	<p>Good general education.</p>	<p>Current certificates relevant to Grounds maintenance/Estates/Horticulture.</p>
Knowledge	<p>Interest in amenity horticulture/ grounds maintenance</p> <p>Awareness of health and safety at work</p>	<p>Knowledge of horticulture or sports ground maintenance.</p>
Experience	<p>Working with the public and a good level of customer care.</p> <p>Experience of using equipment associated with Grounds maintenance – power tools, mowers, trimmers, brushcutters and other grounds equipment.</p>	<p>Previous demonstrable experience of working in grounds maintenance, sports ground maintenance or horticulture.</p>
Personal Attributes	<p>A flexible approach to work and working hours.</p> <p>Self-motivated with a positive attitude.</p> <p>Full clean driving licence held for a minimum of 2 years and from the age of 21 for insurance purposes.</p> <p>To be in good health with physical fitness appropriate to routine, year-round outdoor work.</p> <p>Comfortable with working in all weathers.</p>	
Other	<p>Ideally, we are looking for someone who has the ability to work on their own or as part of a small team, and keen to deliver high standards, to ensure our grounds are safe, and well maintained for our residents and service users.</p>	