Grounds Person

(Sandhurst Town Council)

Job Reference: Grounds
Closing date: 8/11/2026

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Applying For This Vacancy

Please read the information in this document carefully before you complete your application form.

You will need to make clear:

- **Why you are interested in the position**
- **What relevant skills and experience you have (refer to Job Description and Person Specification)**

Completion of the online application form is required – this can be downloaded from the website – www.sandhurst.gov.uk and once completed forwarded to the below email address along with a copy of a current CV.

eo@sandhurst.gov.uk

Any problems?

If you have any problems with your application, please contact eo@sandhurst.gov.uk leaving a telephone number in the message if you would prefer to be contacted by telephone.

Dear Applicant,

Thank you for the interest you have shown in the position of Grounds Person at Sandhurst Town Council.

I hope the information contained within this information pack gives you sufficient background to show that Sandhurst is unique. This is not just because of its geographical location (sharing its borders with Hampshire, Surrey and Berkshire), and not just because of its unique relationship with the world renowned Royal Military Academy Sandhurst, not even just because of our visionary attitude towards progress and excellence. Join all these and add Sandhurst Pride together with the three basic values that we passionately believe in, Respect, Responsibility and Rights, and you have a very powerful mix.

The post that you are applying for is challenging and rewarding and to do it successfully you will need to be multi-skilled with the ability to deliver high quality green spaces and public sports pitches on beautiful parkland at the heart of an active community. You will need to use all of your grounds maintenance and turf care skills and link them to a customer focused attitude. You will need to project a very professional image and maintain integrity at all times as you deal with a wide range of duties within public environments.

We can offer the successful candidate a rewarding and a varied role at the heart of a fantastic community. Good luck with your application, we look forward to hearing from you.

Kind regards,

Angela Carey
Executive Officer

Job Description

Main purpose of job:
To provide practical support to Sandhurst Town Council to deliver high quality public parks and open spaces, including sports facilities and community buildings. To complete a range of practical tasks, helping to maintain Sandhurst as a pleasant and desirable town in which to live and work, through various community projects around the town.

Relationships:
Each Grounds Person reports directly to the Head of Grounds.
There are currently three Grounds Persons reporting to the Head of Grounds, including the advertised post.
These four members of the Grounds Team work closely together to produce award winning outdoor facilities and to provide the first point of contact to the public who use them.
The Grounds Team work closely with all the other members of the Sandhurst Town Council staff team at various times, including the Administrator, the Caretaker, the Executive Officer and Deputy Executive Officer.

Main tasks and responsibilities of the job:
To undertake varied landscape and turf maintenance tasks as required to tend 60 acres of Sandhurst Memorial Park and 10 acres at Owlsmoor Park to a high professional standard.

To provide practical support to the wider work of Sandhurst Town Council in the local area, including off-site projects such as tree and bulb planting or maintaining notice boards and bus shelters.

To complete weekend management tasks on a rota (one weekend in four), to ensure the proper use and presentation of the Memorial Park facilities outside of office hours.

To provide practical support to the Caretaker as required, in the maintenance and operation of the council owned buildings.

Examples of specific tasks:
Grass cutting
Hedge cutting
Strimming
Preparing cricket square
Pitch marking
Pitch inspection and determining if a sports surface is playable
Maintaining woodland pathways
Maintaining wildlife habitat areas
Managing vegetation alongside balancing pond
Inspecting and maintaining hard surface sports areas
Fencing
Tree planting and maintenance
Inspection and clearing drains and ditches
Car park inspection and maintenance
Litter bin emptying and litter picking
Snow clearing
Building maintenance (i.e. painting, decorating, minor repairs)
Bus shelter inspection and repair
Play equipment inspection and repair
Notice board inspection and repair
Benches, bins, bridges inspection and repair
Cleaning and maintaining tools, equipment and machinery

Events:
To support the use of the Memorial Park for community events throughout the year, for instance:
Fireworks Event
Remembrance Event
Football Tournaments
Activity Days
Live Music and various others.
(Where work falls outside normal hours of work time off in lieu is available or over time is paid.)

Powered equipment in regular use:
Tractors
(Including tractor mounted equipment: Rollers, slitters, chain harrow, wood chipper)
Tractor towed trailers
Ride on ‘triple’ cylinder mower
Ride on rotary mower
Pedestrian mower
Strimmer
Hedge Trimmer
Blowers
Chainsaw

Record Keeping
To complete clear and accurate records of inspections undertaken and remedial work completed as required to comply with work practices and health and safety systems at work.

Communication
To communicate clearly with representatives of sports clubs and members of the public regarding the use of facilities, including for instance cancelling sports fixtures where pitches have been judged to be unplayable.

Person Specification

	Competency	Desirable	Essential
1	**Qualifications**	Certificates for the safe operation of landscape maintenance equipment, e.g.: Tractor usage, Bushcutter / Strimmer, Chainsaw, Chipper, Application of pesticides etc. Landscape or Sports turf maintenance qualifications or similar	Prepared to undertake training courses and pass assessments to achieve certification in the use of practical landscape maintenance equipment.
2	**Experience/knowledge of landscape maintenance**	Previous experience of working in a practical capacity to maintain parks and open spaces.	
3	**Administration and Organisational Skills**		Ability to plan personal workload to maximise the efficient use of time. Ability to accurately and reliably record any tasks undertaken within established systems.
4	**Communications**	Excellent inter-personal skills with the ability to promote the work of the Town Council to the general public.	Good interpersonal skills with an open and friendly manner. Confidence to engage with the public, including the ability to sensitively change the way a visitor might be behaving.
5	**Health**	Excellent physical fitness	Ability to complete physically demanding landscape maintenance tasks across a range of uneven environments. Ability to complete practical tasks in a wide range of weather conditions. (Practical outdoor clothing is provided)
6	**Flexibility and Responsiveness**		Ability to adapt to changing work requirements, as happens with public parks and open spaces. Ability to respond appropriately to unusual incidents, including making public areas safe in the short term.
7	**Work ethic**	Evidence of a highly motivated and self-directed approach to work.	The desire to be productive throughout the day.

8	**Leadership / Team work**	Ability to organise and lead volunteer groups in the completion of practical tasks.	The character to contribute positively and consistently within a close knit team.
9	**Service Delivery**	Evidence of contributing to quality standards such as Green Flag award winning facilities or other professional assessments.	
10	**Information Technology**	Ability to use a digital camera in the process of collecting evidence or completing routine inspection.	
11	**Machinery**	Ability to diagnose and repair simple faults with common landscape maintenance machinery.	The ability to complete daily maintenance of common landscape equipment in accordance with manufacturer instructions.
12	**Construction / Building maintenance**	A background in one or more of the building trades. Experience of caretaking, cleaning or maintaining buildings.	Ability to present community buildings in a clean and safe condition for use, in accordance with agreed procedures.

Accommodation

This position is primarily based outdoors at the Sandhurst Memorial Park, Yorktown Road, Sandhurst, Berkshire. GU47 9BJ. The post also covers Owlsmoor Park, located in Sandhurst, just off Owlsmoor Road a distance of 1.6km from the Memorial Park.

There is a large compound alongside the Council Offices which is the base of operations for the Grounds Team, including office space, workshops, equipment stores, a staff rest room and a toilet.

There is a large public car park at the Sandhurst Memorial Park which is available free for staff.

Alternatively, there are bus and train services to Sandhurst with short walks to the Memorial Park.

Learning and Development

It is important to us that you feel confident and able to do a good job. We encourage all employees to take up a variety of learning and development opportunities that are made available. We use a formal appraisal process to identify skills gaps and personal development opportunities.

Terms and Conditions

The post is offered on local terms and conditions.
The post will be offered as a permanent appointment subject to satisfactory references and medical clearance.
All employees will also be required to undertake a probationary period of 6 months.
Appointment onto the permanent staff will be subject to the successful completion of this probationary period.
The notice period for employer and employee will be nil under 1 month service, 1 week from one month up to the successful completion of probation, and 1 month following the successful completion of probation.

Salary

The salary will be £29,117 per annum.
The post is eligible for an annual Performance Award of between 0% and 9% of annual salary.

Working Hours

Your normal working week will be 37 hours per week, comprising Monday to Thursday 8:00am to 4:30pm and Friday 8:00am to 4:00pm.
There is a paid tea break at 10am and an unpaid lunch break of one hour starting at 1:00pm.
Each member of staff is required to work one weekend in four on a rotation system, for which overtime is paid. The weekend management work takes between one and four hours at the start of each day of the weekend, depending on the level of the previous day's activity.

The Grounds Team complete very important work with a shared responsibility for presenting the award winning outdoor facilities to the public every day of the year. However, with the support of colleagues and providing any essential cover has been arranged in advance with the Head of Grounds, flexibility is offered to accommodate occasional appointments during the day, with the time made up later in the month.

You may be required to work additional hours on occasion, as necessitated by the needs of the Council, for which time off in lieu is given or overtime is paid.

Holidays

The annual holiday entitlement is 20 days plus bank holidays. Annual holiday entitlement increases with length of service (5 extra days after 5 years continuous Local Government service and an extra 2 days after 10 years.)

Pension

Sandhurst Town Council makes available a pension scheme for employees. Further information is available from the Executive Officer.

More About Applying

References

Please give the names and addresses of two people who will provide a reference. At least one should be from your current/last employer, but references from school/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or school/college they represent.

Working In The UK

You must be entitled to work in the UK before you can start work with us. If you have any doubt of your ability to work in the UK visit: http://www.ukba.homeoffice.gov.uk/visas-immigration/working/

Positive About People With A Disability

We guarantee an interview to all applicants with a disability who meet the essential criteria of the person specification.

To help us with our commitment to this guarantee, please indicate if you have a disability on your application form.

Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

Medical Questionnaire

You may be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant may be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

Rehabilitation of Offenders Act 1974

You are required to give details on the application form of all convictions and cautions, except 'spent' convictions. Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with us.

You must declare any convictions which occurred in the following periods, starting from the date the sentence was passed:-

Imprisonment of 30 months or over	Must always be notified
Imprisonment of 6 - 30 months	Notify if in last 10 years
Imprisonment of 6 months or less	Notify if in last 7 years
Sentence of Borstal, Youth Custody Centre or Young Offender Institution	Notify if in last 7 years
Fine or Community Service Order	Notify if in last 5 years
Absolute Discharge	Notify if in last 6 months
Probation Order or Conditional Discharge	Notify if in last year (Or until order expires)

To find out more about the recruitment of Ex-Offenders visit http://www.bracknell-forest.gov.uk/guidance-on-the-recruitment-of-ex-offenders.pdf