

**LUDLOW TOWN COUNCIL**

**JOB DESCRIPTION**

**1.0 GENERAL INFORMATION**

|                         |                                                                                                                                                                                             |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Post Title              | Assistant Groundsperson<br>(part of Direct Labour Force team)                                                                                                                               |
| Day-to-Day Reporting to | DLF Supervisor                                                                                                                                                                              |
| Line Manager            | Deputy Town Clerk                                                                                                                                                                           |
| Primary Location        | The Depot, Henley Road Cemetery,<br>SY8 1RA                                                                                                                                                 |
| Responsible for         | Carrying out all aspects of upkeep and maintenance on Ludlow Town Council's properties, assets and amenity areas; as well as any other areas of relevance as required by supervising staff. |
| Scale                   | SCP 2 - 4<br>£24,413.00 - £25,185.00                                                                                                                                                        |
| Hours and days          | 37 hours per week Monday to Friday<br>8.00am – 4.00pm Monday to Thursday<br>8.00am – 3.30pm Friday                                                                                          |
| Conditions of Service   | As per Green Book                                                                                                                                                                           |
| Date Prepared           | October 2025                                                                                                                                                                                |

**2.0 JOB PURPOSE**

- 2.1 Carrying out all aspects of upkeep and maintenance on Ludlow Town Council's properties, assets and amenity areas under the general direction of the DLF Supervisor.

**3.0 MAIN TASK AND JOB ACTIVITIES**

**NB The job activities quoted below are examples of the work involved. They are not a comprehensive list of all aspects of work expected to be undertaken.**

- 3.1 Carry out regular repair works, grounds maintenance and inspections of the Council's outdoor facilities and assets including:
- all properties
  - public open spaces and play areas

- public conveniences (at three sites)
  - other public areas
  - car parks
  - the Market Square & market stalls
  - Henley Road Cemetery
  - The Guildhall
  - Museum at the Buttercross
  - Lifebuoys/throwlines
  - Assisting with road closures
  - any other areas that are the responsibility of Ludlow Town Council.  
This work can include fencing, grass cutting, strimming, hedge cutting, litter picking, repairing paths, minor plumbing works, building maintenance etc.
- 3.2 Carry out all tasks in accordance with Health & Safety requirements and risk assessments relating to each job.
- 3.3 Undertake daily vehicle and plant safety checks and carry out routine maintenance on the Council's vehicles and plant in your charge.
- 3.4 Assist with general Market Stall maintenance and cleaning duties as required.
- 3.5 Assist colleagues at the Guildhall and the Buttercross Museum with various tasks as requested.
- 3.6 Be smart, polite and well presented at all times as a visible presence of the Town Council in our local community.
- 3.7 Have a key role in the Town Council's emergency call-out team and be able to respond appropriately to out-of-hours emergencies when required.
- 3.8 To undertake cleaning and maintenance checks of our public toilet facilities as necessary.
- 3.9 Be able to work weekends and evenings as required for regular civic and one-off events, such as Mayor's Sunday, Ludlow Mayfair, Remembrance Sunday and Mayor Making.
- 3.10 To assist with the erection and removal of the towns Christmas lights and advertising banners.
- 3.11 It may be necessary to carry out other related tasks from time to time, as instructed by the DLF Supervisor or Deputy Town Clerk.

## **PERSON SPECIFICATION**

### **4.0 ESSENTIAL**

- 4.1 To hold a full, valid driving licence, including the ability to tow a trailer, and capable of safely driving, operating, and maintaining all Council vehicles and items of plant and equipment.
- 4.2 Experience of grounds maintenance work, including grass cutting, litter picking, and cleaning.
- 4.3 Experience using handheld tools and professional standard machinery, such as hedge cutters, brush cutters, push and ride-on mowers.
- 4.4 Able to work at heights.
- 4.5 To be capable of withstanding the physical demands of the job.
- 4.6 Prepared to undertake all training required for the post.
- 4.7 Good communication skills, with the ability to interact with members of the public, market traders, and other stakeholders.
- 4.8 Able to work as part of a team, and also work independently with minimal supervision.
- 4.9 Flexible and motivated attitude towards all work activities.
- 4.10 Clear understanding of Health & Safety good practice at work, including the use of PPE and safe working procedures.

### **5.0 GENERAL**

- 5.1 Willingness to learn new skills, attend training, and develop within the role.
- 5.2 Good working knowledge of grounds maintenance methods and equipment.
- 5.3 Experience working in a similar role, e.g. groundsperson, assistant, or related position.

### **6.0 DESIRABLE**

- 6.1 Horticultural qualification or experience.

- 6.2 Experience of roadside working.
- 6.3 Experience of building or property maintenance.