



Sherborne Town Council

The Manor House, Newland, Sherborne, Dorset, DT9 3JL

Supporting information for the position of Grounds Maintenance Operative

Sherborne Town Council Overview

Sherborne Town Council is the parish authority for the town of Sherborne in Dorset and has an estimated population of close to 10,000 and approximately 4,500 dwellings.

It is the fourth tier of government after Parliament, the County Council and the District Council. The Town Council's powers are granted to it and regulated by various Government Acts. Sherborne Town Council comprises 12 Councillors who are elected for a 4 year term (May 2015 – 2019) and the town is divided into 2 wards, East and West with 6 Councillors representing each ward. Sherborne Town Council operates with a Portfolio system rather than a committee structure with the full Town Council meeting monthly as does the Plans Committee.

The Town Council supplements the provision of local government services in Sherborne and provides a range of social and recreational facilities including the following: Abbey Close, Allotment Sites, Bus Shelters, Children's Play Areas, The Conduit, Digby Hall, Public Gardens, Notice Boards, Quarr Community Woodland, Sherborne Cemetery, Terrace Playing Field, War Memorial and Community Grants.

The Town Council's Precept for the 2018/19 financial year is £717,510 with a total budgeted income of £847,318 which covers the expenditure of all the Council's activities. In addition the Town Council has allocated reserves of £800,000. The Town Council has responsibility for the operation of two Trusts one of which has funds in the region of £1m.

Further information about Sherborne Town Council can be found on the Website: www.sherborne-tc.gov.uk

Employment Conditions Overview

Contract of Employment: This will be in line with the National Agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services (the Green Book).

Probationary Period: Upon successful completion of a 6 months probationary period a permanent contract will be offered.

Holiday Entitlement: 21 days per year plus all national Bank Holidays. After 5 continuous years' service employees are entitled to 25 days holiday per year.

Occupational Sick Pay Scheme: The Council operates an occupational sick pay scheme which supplements the Statutory Sick Pay Scheme. Full details of which will be made available to the successful applicant.

Pension Scheme: The post holder will automatically join the local authority contributory pension scheme operated by Dorset County Council.

Council Policies: Sherborne Town Council has a number of policies that employees must comply with which are contained in the Employee Handbook which will be issued to the successful candidate upon taking up the post.

Additional Information

The post holder's normal average working week is one of 37 hours from Monday to Friday. During the period 1 April to 30 September (Summer) the weekly hours will be 39; Monday to Thursday 7.30 a.m. to 4.30 p.m. and Friday 7.30 a.m. to 3.30 p.m. For the period 1 October to 31 March (Winter) the weekly hours will be 35; Monday to Friday 8.00 a.m. to 4.00 p.m.

The post holder is required to participate in the Town weekend rota (which involves the locking/unlocking, morning litter picks and general tidying up of public gardens) as well as the Terrace Playing Field weekend rota (which involves sports facility cleaning and supervision of the venue). The weekend rotas attract additional remuneration.

Please note that the Job Description and Job Advert provides the salary details of £17,173 - £17,972 which is the current salary range and this will increase from 1 April 2019 to £18,462 - £18,795.