



Job Description

Job Title:	Grounds Maintenance Apprentice
Terms:	Monday – Friday, 37hrs per week, start/finish times TBC. 27-month Fixed Term Contract
Grade:	Level 2 Apprentice. Paid at Real Living Wage rate: £10.90 per hour for 2023/24
Responsible to:	Grounds and Maintenance Manager
Responsible for:	Maintenance of grounds at Felixstowe Cemetery, allotments, parks and other Town Council sites.
Est. Start Date:	July 2023

Specific Responsibilities:

1. Undertake duties as required within a work programme that ensures the Council's grounds and sites are maintained to a high standard.
2. Working as part of a team to ensure the maintenance schedule is implemented as per seasonal requirements.
3. Undertake necessary training as required for manual handling and to operate machinery / equipment.
4. Undertake maintenance tasks within the Council's land and properties (and facilities) including minor repair work and general maintenance to ensure a high standard of public service is always provided.
5. To promote environmental good practice by taking positive steps to minimise damage to the environment and disturbance to habitats.
6. To carry out regular daily duties including tasks such as litter picking, cleaning and emptying bins.
7. To support the carrying out of safety inspections of the open spaces and play areas to ensure public access is safe and take corrective action as necessary where appropriate.
8. To assist with the staging of events including setting up and dismantling of equipment and stewarding as necessary.
9. To work evenings and weekends in line with the business needs of the Council.
10. To take day-to-day responsibility for specific tasks with minimal supervision (at times working alone) as instructed by Cemetery Supervisor and Grounds Maintenance Assistants.
11. Ensure compliance with Council's policies including Health & Safety, Equality and Data Protection.
12. To fulfil the obligations of the Apprenticeship programme.
13. Undertake other duties appropriate to the grade of the post.