CHEDDAR PARISH COUNCIL



ESTATES MAINTENANCE OPERATIVE

Information pack

November 2026

CHEDDAR PARISH COUNCL

Cheddar is a large village in Somerset. It is situated on the southern edge of the Mendip Hills, 9 miles north-west of Wells, 11 miles south-east of Weston-super-Mare. The parish includes the hamlets of Nyland and Bradley Cross. Cheddar Gorge, on the northern edge of the village, is the largest gorge in the United Kingdom and includes several show caves, including Gough's Cave and is a major tourist honey pot attracting over 500,000 visitors a year.

The village has grown over recent years, thanks to housing developments on Upper New Road and Helliers Lane.

The councillors are active, with a range of experiences and skills that the Clerk can draw on to aid them in their work. This is a non-political council, with a high degree of teamwork. The village also has an active community of volunteer groups.

The Council officers reporting to the Clerk include a small team of facilities and ground staff who are responsible for the upkeep of the council premises and the green open spaces. The admin team comprises the Clerk, Assistant Clerk and the Responsible Financial Officer.

PRINCIPAL TERMS OF EMPLOYMENT

This is a permanent, part-time contract

Job Title:	Estates Maintenance Operative
Job Grade:	NJC SCP 6 £26,847 per annum (pro-rata)
Salary:	Actual annual salary £10,887
Contracted Hours:	15 hours per week
Contracted Days:	Monday – Friday (including very occasional evening and weekend work by prior arrangement)
Annual Leave:	25 days per annum (excluding public holidays), pro-rata
Pension:	Local Government Pension Scheme
Responsible To:	Clerk
Based At:	The role includes working across all Parish Council premises
Probationary period:	The appointment will be subject to a probationary period of 6 months

PURPOSE OF THE ROLE

To support the maintenance, care, and protection of parish-managed premises, facilities, green spaces and parks. The Estates Maintenance Operative will support the Ranger and Caretaker helping to ensure these areas are safe, clean, and enjoyable for the public, and supports conservation and biodiversity objectives.

KEY RELATIONSHIPS

Build and maintain productive relationships with:

- People using the facilities, including members of the public, community, visitors and volunteer groups.
- People attending events in council buildings
- Cheddar Parish Council colleagues and councillors
- Contractors working in and around the buildings

MAIN RESPONSIBILITIES AND KEY TASKS

Key areas of responsibility:

- Undertake day-to-day maintenance of Parish Council premises, assets and facilities, including minor repairs, painting and general maintenance tasks.
- Assist the Ranger, as required, with the maintenance of the Council's open spaces, which may include grass cutting, strimming, weeding, litter picking and general tidying.
- Carry out routine cleaning, sweeping and upkeep of Council-owned facilities and public areas as required.
- Assist with the maintenance and relocation of the Parish Council's Speed Indicator Device.
- Undertake portering duties, including moving furniture and equipment and setting up and clearing meeting rooms.
- Open and secure Council premises as required and as directed by the Clerk.
- Keep all tools, machinery and equipment provided by the Parish Council in a clean, safe and serviceable condition.
- Undertake other reasonably practical and maintenance duties appropriate to the role, as directed by the Clerk.

Health and Safety

- Follow agreed safe systems of work and use appropriate PPE in accordance with relevant risk assessments.
- Report accidents, near misses and any breaches of safe working practices.
- Report maintenance issues, defects, damage and health and safety concerns promptly to the Parish Clerk.
- Comply with the Health and Safety at Work etc. Act 1974 and Cheddar Parish Council's Health and Safety Policy.

Public Liaison and Safety

- Be polite, approachable and helpful when dealing with members of the public.

- Refer comments, enquiries or complaints from members of the public to the Parish Office where appropriate.
- Reporting damage or vandalism that is witnessed or discovered to the Clerk and cordoning off/clearing/repairing/replacing as appropriate.

Other

- To attend appropriate training or staff meetings to ensure continued professional development and keeping up to date with best practice and equipment.
- To undertake any other tasks, appropriate to the grade of the post, as required by the Clerk.

PERSON SPECIFICATION

The specification below will be used to assist the HR committee in assessing applicants for interview. Criteria listed in the essential column are prerequisites for the role. Those listed in the desirable column help candidates demonstrate advanced skills, however the Cheddar Parish Council will offer training where required.

Criteria	Essential Requirement	Desirable Requirement	Method of Assessment
Education & Training	Full driving licence	Good level of literacy and numeracy	Copy of qualification, driving licence
Experience	Previous experience in a similar role	Previous experience in a similar practical or maintenance role Practical gardening experience, including grass cutting, weeding, pruning and general upkeep of outdoor areas	Application form Interview questions
Skills, knowledge and aptitude	A flexible 'can do' attitude Ability to work outdoors in all weather conditions and carry out physically demanding tasks Excellent people skills and a friendly, courteous, and helpful manner A thorough approach to work, and a keen eye for detail Well organised and able to prioritise workload	Knowledge of Cheddar Basic knowledge of health and safety regulations related to outdoor work	Interview questions Interview questions Application form Interview questions Interview questions Interview questions
Personal / Other	Flexible approach with the ability to work occasional evenings and weekends as required Reliable/honest and able to maintain confidentiality Team player		Interview questions Interview questions Interview questions

FURTHER INFORMATION AND THE INTERVIEW PROCESS

The interview will be with a panel of three councillors and the Clerk.

On the day of the Interview - you will need to bring:

- Original qualifications relevant to the post
- Proof of eligibility to work in the UK (further guidance can be found at www.gov.uk/browse/visas-immigration/work-visas.)
- Two address verifications
- Driving licence

Pre employment checks

All offers of employment are made subject to pre-employment checks which could include:

- Receipt of at least two satisfactory references.
- Verification of employment history through references provided and supporting explanation for gaps in employment.
- Academic qualification identified as essential for the post.
- Verification of professional qualifications and memberships.
- Verification of identity/nationality and immigration status/right to work in the UK.

Closing date for applications: 29th November 2026

Interviews expected to be held week commencing: 30th November 2026