



# Job Description and Person Specification

## Grounds and Estates Manager

### Job Description

**Post Title:** Grounds and Estates Manager

**Employer:** Saxilby with Ingleby Parish Council

**Location:** Mill Lane Workshop, Saxilby, LN1 2HN and across parish sites

**Responsible to:** Clerk to the Council (Line Manager)

**Contract:** Permanent, subject to a 12-month probationary period

**Hours:** 37 hours per week (occasional evening/weekend working may be required)

**Salary:** Expected - NJC Spinal Column Points (SCP) 17–22 (£31,022 – £33,699 per annum, full time, 2025/26 rates). Appointment within the scale will be based on skills, qualifications, and experience. Annual increments are awarded in-line with satisfactory performance until the top of the scale is reached.

### Job Purpose

To manage, maintain, and enhance the council's open spaces, recreation grounds, play areas, cemetery, and other parish assets to a high standard, ensuring they are safe, attractive, and welcoming for residents and visitors. The grounds and estates manager will lead the day-to-day delivery of grounds maintenance services, supervise staff/contractors, and contribute to longer-term improvement of parish facilities.

### Key Duties and Responsibilities

#### Management and Supervision

- Provide day-to-day direction and support for grounds staff.
- Supervise and monitor the performance and standards of external contractors.
- Plan and prioritise work schedules to ensure efficient and effective service delivery.
- Contribute to staff training, induction, and development of safe systems of work.

#### Grounds Maintenance and Operations

- Carry out grounds maintenance including grass cutting, hedge trimming, strimming, planting, and general upkeep of green spaces.
- Undertake inspection, cleaning, and minor repairs to play areas, sports pitches, Multi-Use Games Area (MUGA), and open spaces.
- Maintain parish cemetery and burial areas to a respectful and high standard.
- Operate and maintain council machinery, tools, and equipment safely.
- Ensure waste management, recycling, and environmentally sustainable practices are adopted wherever possible.

### **Health and Safety**

- Carry out routine site inspections, risk assessments, and method statements to ensure compliance with health and safety legislation.
- Report hazards, defects, or damage promptly and take remedial action where appropriate.
- Ensure all activities comply with the Council's Health and Safety policies, including COSHH and PPE requirements.

### **Community and Council Support**

- Work with the clerk and staff to deliver projects, events, and parish improvements.
- Liaise courteously with members of the public and councillors.
- Attend meetings as required to provide updates or technical advice on grounds matters.

### **Other Duties**

- Undertake other reasonable duties required by the council to meet business needs.
- Support the development and implementation of parish environmental initiatives and biodiversity improvements.

### **Benefits Summary**

As part of your employment, the council offers:

- **Annual leave:** 25 days plus 8 bank holidays (rising with service).
- **Pension:** Enrolment into the NEST Workplace Pension Scheme.
- **Training:** Support to gain and maintain relevant qualifications
- **Work-life balance:** Standard 37 hour usual Mon-Fri working week.
- **Job security:** Permanent, salaried local government employment.

# Person Specification

## Essential Criteria

### Knowledge and Experience

- Experience of grounds maintenance, landscaping, or horticultural work.
- Knowledge of health and safety requirements relating to grounds maintenance.
- Experience in the safe use, operation, and maintenance of grounds machinery and equipment.
- Experience of working independently and as part of a team.
- Management and supervisory experience.

### Skills and Abilities

- Practical skills in grounds work (e.g. mowing, hedge cutting, planting, basic repairs).
- Ability to plan and prioritise workload, manage time effectively, and meet deadlines.
- Ability to keep accurate records (e.g. inspections, risk assessments, maintenance logs).
- Ability to undertake a physically demanding role which requires working outdoors
- Good communication and interpersonal skills when dealing with colleagues, contractors, and the public.
- Problem-solving skills with a proactive and flexible approach.

### Qualifications and Training

- Full UK driving licence.
- Relevant horticultural, grounds maintenance, or landscaping qualification (e.g. NVQ, City & Guilds) or equivalent experience.
- Chainsaw, spraying (PA1/PA6), and machinery training certificates (or willingness to obtain).
- Management experience (three years) and/or qualification

### Personal Qualities

- Reliable, punctual, and committed.
- Willingness to work outdoors in all weather conditions.
- Positive and professional approach, with pride in maintaining high standards.
- Ability to uphold confidentiality and represent the Council appropriately.
- Ability to build and maintain professional working relationships.

## Desirable Criteria

- Experience supervising staff or contractors.
- Knowledge of cemetery regulations and grave digging procedures.
- Experience in sports pitch preparation and maintenance.
- First Aid at Work qualification.
- Awareness of biodiversity, sustainability, and environmental practices.

# Recruitment Advert

## We're Hiring - Grounds and Estates Manager

### Saxilby with Ingleby Parish Council

Do you take pride in keeping outdoor spaces safe, welcoming, and well maintained?

We are looking for a grounds and estates manager to join our team and lead the care of the council's parks, play areas, cemetery, sports facilities, buildings, and green spaces.

#### The role

- Lead staff and supervise contractors, building and maintaining professional working relationships
- Plan and prioritise work schedules.
- Maintain open spaces, play areas, sports pitches, cemetery, and buildings.
- Carry out inspections, repairs, mowing, planting, and hedge cutting.
- Safely operate and maintain machinery and equipment.
- A physically demanding role which requires working outdoors most of the time and in-line with council policies and procedures.
- Ensure high standards of safety and environmental sustainability.

#### About you

We are looking for someone with:

- Experience in grounds maintenance, landscaping, or horticulture.
- Ability to plan, supervise, and motivate staff/contractors.
- Good knowledge of health and safety.
- Practical skills in operating machinery and tools.
- A flexible, hands-on approach with pride in high standards.
- Competent in using IT including Microsoft 365 and Apps
- Full UK driving licence.
- Chainsaw, spraying, or other specialist training is desirable.
- Ability to communicate respectfully and effectively with members of the public

#### Details

- **Hours:** 37 per week
- **Salary:** Expected - NJC SCP 17–22 (£31,022 – £33,699 per annum, full time, 2025/26 rates)
- **Contract:** Permanent (with 12-month probationary period)
- **Location:** Based at Mill Lane Workshop, Saxilby, working across parish sites

#### Benefits

- 25 days annual leave plus 8 bank holidays (rising with service)
- NEST Workplace Pension Scheme
- Funded training and qualifications (e.g. machinery, first aid, spraying)
- Secure, permanent local government employment

This is a fantastic opportunity to play a key role in keeping Saxilby with Ingleby Parish a great place to live, work, and visit.

For any queries or an informal discussion, please contact the parish clerk prior to 18 December or on 05 January 2025 (due to Christmas Holiday Period) [clerk@saxilbyparishcouncil.gov.uk](mailto:clerk@saxilbyparishcouncil.gov.uk) | 01522 703912.

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**Apply via Indeed.**

**Closing date:** 9am, 06 January 2026

**Interviews:** w/c 12 January 2026