



Banbury Town Council

## PERSON SPECIFICATION

**Post Title**

**Parks & Cemetery Operative**

**Post No.**

**BTC 29**

	Essential		Desirable	
<b>Qualifications</b>	1	School Education studying English and Maths (Literate and Numerate).	1	5 GCSE pass certificates
	2	Valid Driving Licence.	2	Licence to tow a trailer.
			3	Cemetery Operative Training or use of 360 <sup>o</sup> excavators/dumper Certificates.
			4	City & Guilds/NVQ's in Horticulture, or related Construction industry (NVQ/City & Guilds).
			5	PA1 & PA6 Safe Use of Pesticide Certification.
			6	Health & Safety qualification (NEBOSH or IOSH).
			7	First Aid Qualification.
<b>Experience</b>	3	Horticulture/Gardening.	8	Green Keeping Operations
	4	Working Outdoors	9	Working in a Parks & Cemetery Environment

	5	In the use of horticultural machinery and equipment.	10	Experience of maintenance and repairs to horticultural machinery and equipment.
	6	Working under own Initiative and as part of a team.	11	Working in a public facing role.
<b>Knowledge</b>	7	Horticultural/Gardening Practices.	12	Parks & Cemetery duties and operations
	8	The safe use of horticultural machinery and equipment.	13	Health and Safety
<b>Skills</b>	9	Customer Care, courteous and polite and able to relate to Members of the public.		
	10	Good communication and interpersonal skills when dealing with Elected Councillors and other members of staff		
	11	Ability to problem solve		
	12	Enthusiastic self-starter with the ability to work well on their own initiative or as part of a team.		
	13	Flexible approach to work, adaptable and responsive to changes in duties dependant on work demands.		
<b>Other requirements / circumstances / aptitudes</b>	14	Prepared to work additional hours if required for weekend and bank holiday short notice burials or events.		
	15	Physically fit and capable of delivering the duties of the role, prepared to work outside in all weathers.		
	16	Positive attitude and supportive to others.		
	17	Must have high standards who pays attention to detail.		

<b>This Person Specification was created by</b>	<b>Paul Almond</b>	<b>on</b>	<b>January 2023</b>
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