



# Bridgwater Town Council



**OPEN SPACES OPERATIVE**

**RECRUITMENT PACK**



## **Appointment of Open Spaces Operative (2 x positions available)**

Full Time- 37 hours per week

Salary Scale SCP: 7 to 12 (£26,607 to £28,819)

Plus Local Government Average Salary Pension Scheme

Bridgwater Town Council is currently recruiting two enthusiastic and committed Open Spaces Operatives to join our team. These roles are vital in helping us maintain high standards across our parks, cemeteries, and public spaces, ensuring they remain safe, clean, and welcoming for the community.

### **Key Responsibilities:**

- Carrying out grounds maintenance tasks such as grass cutting, strimming, hedge trimming, and general tidying.
- Supporting seasonal planting, weeding, and other horticultural duties.
- Inspecting and maintaining tools and equipment to ensure safe operation.
- Working collaboratively with other Council teams on site upkeep and improvement projects.

### **About You:**

We're looking for individuals who take pride in outdoor work, enjoy practical tasks, and are keen to contribute to the upkeep of our town's green spaces. You'll be a team player with a proactive attitude and a strong sense of responsibility.

To find out more and download the full information pack and application form, please visit: [www.bridgwater-tc.gov.uk/vacancies](http://www.bridgwater-tc.gov.uk/vacancies).

Completed application forms should be sent to: [hrdmin@bridgwater-tc.gov.uk](mailto:hrdmin@bridgwater-tc.gov.uk)

Please note: CVs will not be considered.

**Closing date for applications:** 9.00am, Friday 17 April 2026

**Interview date:** To be confirmed

Appointment subject to satisfactory references



**Town Hall  
High Street  
Bridgwater  
Somerset  
TA6 3AS  
Tel: 01278 427692**

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Open Spaces Operative
<b>PLACE OF WORK:</b>	Bridgwater
<b>SALARY:</b>	SCP 7 to 12 (£26,607 to £28,819), plus annual pay rise in accordance with NJC terms and conditions. Local Government Pension Scheme.
<b>HOURS OF WORK:</b>	Full time - 37 hours a week, Monday to Friday. On the rare occasion, some weekend work maybe required.
<b>LEAVE ENTITLEMENT:</b>	23 days per annum, two statutory days plus public holidays (Plus 3 additional days after 5 years' service)
<b>REPORTS TO:</b>	Operations Supervisor / Operations & Environmental Manager

### **A PURPOSE OF THE ROLE**

To keep in good and safe order all Council owned or managed sites in a professional manner and to a high standard as identified and directed by the Operations Supervisor and management team.

To undertake the same for any other public open space as may be required and directed by the Operations Supervisor.

### **B MAIN RESPONSIBILITIES AND KEY TASKS**

1. Carry out as directed maintenance and repair works to Council owned property, recreational sites and public open spaces.
2. Liaise with officers from other branches of the Council as required with regard to maintenance projects and other works.
3. Communicate any Health & Safety observations regarded as a priority to the Operations Supervisor for immediate action.

4. Observe, note and report any non-safety issues to the Operations Supervisor for action as required.
5. Inform the Operations Supervisor immediately of any change to your allocated tasks for the day.
6. Carry out day-to-day duties in a professional manner as befitting an employee of Bridgwater Town Council, and to complete said tasks to the highest possible standard.
7. Ensure that all tools and equipment are inspected regularly, and details recorded and that all safety equipment is available and fitted where necessary to comply with PUWER and H&S regulations.
8. Work as a team providing 24-hour emergency cover on a rota basis.
9. Undertake annual and routine tasks as part of normal routine without direction.
10. Ensure lines of communication are maintained at all times to improve the effectiveness of the Open Spaces Teams responsive ability.
11. Ensure that all policies of Bridgwater Town Council are adhered to including health and safety policies and safe working practices.
12. Ensure that any vehicle allocated to you is checked at the start and finish of each shift, any defaults reported accordingly, and mileage log kept up to date.
13. To carry out duties related to the setting up of Town Council events (during Saturdays and Sundays) as and when required.
14. Assist in any area of responsibility of the Town Council on the instruction of the Operations Supervisor.
15. To undertake such other responsibilities and functions as may be required from time to time by the Council commensurate with the duties and responsibilities of the post.
16. To be a supportive and innovative member of the Council team.

This list is neither exclusive nor exhaustive, as there may be other duties and requirements associated with the post, and as such you may be required to undertake unspecified other duties and/or hours of work as may reasonably be required of you.

## **C     OTHER INFORMATION**

### **External and Internal Contacts**

Councillors, customers, contractors, suppliers, members of staff and partner agencies.

Face to face, virtual, telephone, written and electronic communication.

### Working Environment

The Council operates a smoke-free policy and the postholder is prohibited from smoking in any of the Council’s buildings. All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

### Bridgwater Town Council Values

To work in a way that embodies the Councils values: -

<p><b>Adaptable</b> Accept and work with change</p>	<p><b>Forward thinking</b> We start with the end in mind</p>
<p>Willing to adapt work practices to support team members working together to resolve issues, meet targets, deadlines, and challenges.</p> <p>Move out of our comfort zone and question how you do things.</p> <p>Work with others to meet joint challenges and reduce duplication.</p>	<p>Initiative: We are proactive and use our creativity to identify and resolve problems.</p> <p>Strive for excellence: We will seek innovative solutions to reduce costs, identify new ways of working and generate income.</p> <p>Plan ahead – anticipate outcomes ahead of changes.</p> <p>Use new technologies and working practices to make service improvements and reduce costs.</p>
<p><b>People Orientated</b> We are one team with common goals.</p>	<p><b>Integrity</b> We are honest and open in all our dealings and deliver on our promises.</p>
<p>Customer focussed: We understand and aim to meet our customers diverse needs, treating them fairly and with respect.</p> <p>Expertise: We recognise and value the differences, skills, knowledge, and experience of all in our team.</p> <p>Empowerment: We encourage team members to take initiative.</p> <p>Listen to improve: Engage with residents and staff- be seen, invite feedback and consult with them to inform our improvement plans.</p> <p>Always be approachable, calm, and respectful.</p>	<p>Accountable: We are accountable for our actions-admit mistakes, put them right and learn from them.</p> <p>We challenge poor or unfair practice and feedback.</p> <p>Keep personal data confidential and secure.</p> <p>Consistency: We ensure consistency and transparency in all we do</p> <p>Professionalism: We act professionally in challenging situations.</p>

Clearly communicate our decisions, without using jargon	
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### **Equal Opportunities and Anti-Discriminatory Practices**

All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

### **Health and Safety at Work**

The Council's Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

### **Data Protection Act 2018**

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018 and the Council's Data Protection Policy.

### **Council Policies**

The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

### **Performance Management**

You will be given an annual appraisal and six-monthly review that will form the basis of your Personal Development Plan and be linked to the Council's objectives. You will also receive collaborative one to one meeting on a regular basis with your line manager.

### **Environment / Sustainability**

To support Bridgwater Town Council's Environmental initiatives and consider the environmental impact of all activities undertaken.

## OPEN SPACES OPERATIVE

### PERSON SPECIFICATION

	<b>Essential Attributes</b>	<b>Desirable Attributes</b>
Educational Qualifications	5 GCSE's grade C or above (including English and Maths) or equivalent NVQ or relevant experience. Commitment to further professional development where required.	NVQ level 2 or 3 in Horticulture or similar  High level of literacy and numeracy.
Communication Skills	Effective oral, written and email communication skills, including an ability to relate to, and communicate with councillors, staff, public and external agencies. Ability to communicate information to a wide range of audiences.	Ability to remain calm and act diplomatically when coming into contact with the public.
Knowledge and Experience	Knowledge of the ground and general maintenance environment and be compliant with the relevant tools and products used in carrying out their duties.	Experience or understanding of horticultural and street scene works.  Experience of working with the public.
Skills	Ability to work in a team or alone for long periods, organise own workload effectively, prioritising tasks and making informed decisions to deliver results. Personal organisational skills / self motivation. Ability to work to schedule and be forward thinking and proactive. Flexible approach to work.  Ability to maintain plant, machinery and vehicles.	An ability to work under pressure with changing priorities and timescales.
Information Technology	IT literate with experience and practical ICT skills including in Microsoft Office packages and spreadsheets, social media and the internet.	

Other	Prepared to work out of office hours when necessary. Ability to work outdoors in all weathers. Have an enthusiastic and positive attitude towards their work and the promotion of Bridgwater. Ability to operate with complete impartiality in a political environment.	Current driving licence.
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