



Job Title: Handyperson

Proposed Spot Salary: SCP15 £8.873 per hour

Responsible to: Parish Clerk

Workbase: Parishes of Tivetshall St Mary and St Margaret

Employer: Tivetshall Parish Council

Overall Job Purpose

The post holder's main role is to assist the Parish Council with the basic maintenance of areas within the parishes for which the Parish Council is responsible.

The post holder will be responsible for keeping the playing field and play equipment, the areas surrounding the village hall, the village green and street furniture within the villages presentable and tidy.

Specific Responsibilities

Playing Field and Play Equipment

- To carry out weekly inspection of the playing field, fencing, playing field furniture and play equipment, carrying out routine cleaning and maintenance as required.
- To complete the weekly checklist form, using this to report identified risks to the Parish Clerk and carry out remedial action as agreed by the Parish Clerk/Parish Council.
- To clear vegetation around bases of play equipment and playing field furniture and cut back vegetation overhanging play equipment.
- To ensure the security of the pavilion and its contents, carrying out routine cleaning and maintenance as required.
- To ensure litter is removed from the playing field and surrounding area.
- To undertake occasional painting/treatment of fencing, playing field furniture, play equipment and pavilion as directed.

Village Green

- To carry out routine maintenance to the village sign, bench, notice board and surrounding areas, including removal of litter and cleaning.
- To carry out regular inspection of the village pond area, removing any litter and ensuring vegetation is cleared away from walkways.
- To clear vegetation around bases of the village sign, furniture and ensure vegetation does not grow over pathways, sweeping pathways as required.



- To undertake general maintenance of the Christmas tree over the festive period.

Streets and Public Rights of Way

- To ensure the bus shelter on the A140 is regularly swept and cleaned.
- To carry out routine maintenance of the bus shelter and surrounding area, removing any litter and cutting back overgrown vegetation.
- To cut back vegetation obstructing the pathways leading to the bus stops along the A140.
- To undertake routine maintenance of cleaning of footpath, road and street signs.
- To undertake inspection of footpaths and signage as directed, notifying the Parish Clerk of any issues.
- To undertake repair and replacement of footpath signs as directed.
- To undertake routine maintenance and cleaning of parish notice boards, including the cutting back of overgrown vegetation and general tidying of notices.
- To carry out regular inspections of dog bins and notify the Parish Clerk of any issues.
- To ensure vegetation around dog bins is cut back allowing easy access for dog owners.

Other Duties

- To undertake pest and weed control activities as directed or liaise with contractors carrying out work.
- If available undertake emergency repairs of make safe Parish Council property at short notice.
- To ensure the removal of any litter noticed whilst undertaking other duties.
- To assist, as required, with setting up and clearing away relating to Parish Council events.
- To collect equipment or materials for the maintenance of property and grounds that are the responsibility of the Parish Council.
- Complete a weekly checklist of tasks undertaken and submit these to the Parish Clerk on a weekly basis, to assist the Parish Clerk in reporting to each Parish Council meeting.
- Notify the Parish Clerk of any damage to or unauthorised removal of Parish Council property.
- To carry out any other reasonable additional duties commensurate with the nature of the role as required.
- To participate in performance appraisal activities.