



BRACKLEY TOWN COUNCIL

20 High Street, Brackley, Northants, NN13 7DS
Telephone: (01280) 702441 www.brackleynorthants-tc.gov.uk

Experienced Estates Person Required

Salary scale 7-12 (£26,403-£28,598)

37 hrs per week

Excellent Local Government Pension Scheme

Sick Pay and Holiday Pay Scheme

We require an experienced estates person to join our well-established team who will work under the direction of the Estates/Operation Manager and Team Leader.

We are looking for an enthusiastic and committed individual with a minimum of two years' experience. Candidates will need to have a willingness to work outside in all aspects of weather. They will have a great attitude, a pleasant customer manner, the ability to take directions and an eagerness to develop skills and knowledge to ensure that our open spaces are maintained to a high standard. Handyman skills would be an advantage.

A full UK driving licence is essential.

You must be authorised to work in the UK.

To apply, please visit our website using the link provided below. You may complete the application form electronically and submit it via email to the address listed, or alternatively, print and fill out the form and return it to our office by post or in person.

Application form download: www.brackleynorthants-tc.gov.uk/current-vacancies/

Email operations@brackleynorthants-tc.gov.uk

Closing date: Tuesday 26 August 2025

Interviews: Week commencing 1 September 2025

JOB DESCRIPTION

Job Title:	Estates Person
Location:	Brackley
Salary:	NJC points 7-12 (£26,403-£28,598)
Hours:	37 Hours per week
Responsible to:	Estates/Operations Manager

JOB PURPOSE

Under the general direction of the Estates/Operations Manager and the Team Leader to carry out works on all areas for which the Town Council is responsible.

Part of the role will be independent work but will also require assisting other team members in all areas of work where two personnel are required for health and safety or expediency purposes.

Key Responsibilities

- Estates maintenance including working in our cemetery and assisting with burials.
- playground and street furniture inspections
- Assist with events
- Handyman work

Grounds Maintenance

- Carry out regular and programmed repair, grounds maintenance and inspections of all of the Council's outdoor facilities, including property, public open spaces, outdoor play equipment and other public areas, etc.
- Carry out frequent scheduled and ad-hoc health and safety inspections of play areas, play equipment, street furniture etc.
- Maintain documentation for Play equipment inspections
- Carry out programme for improvements and regular maintenance of open spaces.
- Carry out maintenance of hedges and trees in conjunction with arboricultural contractors
- Carry out litter picking of parks and open spaces as required
- Work on other related tasks and special projects, which may from time to time be necessary, as instructed by the Town Clerk, Estates/Operations Manager or Team Leader
- Carry out seasonal planting to deliver quality floral displays throughout the year
- Weeding, watering and maintenance of all planters and floral displays
- Reporting defects to the office administrator to enter on Street Doctor

Halse Road Cemetery

- Ensure the standards are maintained in all areas
- Maintenance including removal of excess soils and reseedling after burials, removal of dead flowers and spraying between headstones
- Mowing grass
- Maintenance of hedges/trees.
- Oversee burials and grave digging.

Depot

- Undertake daily safety checks and routine maintenance tasks on the Council's vehicles, plant and equipment

Events

Civic/council events will require attendance as determined by the Town Clerk and/or the Estates/Operation Manager. This will require some evenings and/or weekends and time off in lieu will be given.

- To assist the Council in the operation of these events as required by providing/moving equipment, barriers etc and assisting with road closures.

Other Duties

The Council operates in a flexible way where all staff support each other across the team. The post holder is expected to share in this.

From time to time, during a local emergency such as flooding or major events, the post holder may be required to work outside of normal working hours.

Carry out other related tasks as may from time to time be necessary, as instructed by the Town Clerk or Estates/Operations Manager.

PERSON SPECIFICATION

	Essential Attributes	Desirable Attributes	Method of Evaluation/Testing
Education, Professional Qualifications and Training	<ul style="list-style-type: none"> • Good general education, including numeracy and literacy • Full Valid UK Driving Licence • Willingness to undertake relevant training 	Relevant qualifications in grounds maintenance and/or horticulture	Application Form
Communication Skills	<ul style="list-style-type: none"> • Good verbal communication skills, including an ability to relate to and communicate with other team members, office staff, councillors and members of the public 		Application Form and Interview
Experience	<ul style="list-style-type: none"> • Basic knowledge and understanding of estates work • Familiarity with appropriate H&S legislation 	Experience in estates maintenance work	Application Form and Interview
Abilities	<ul style="list-style-type: none"> • Physical fitness and ability to access sites in all weathers • Ability to work independently or with the minimum of supervision to a given work schedule • Ability to work as part of a team 	Handyman skills	Application Form and Interview
General Skills and Personal Qualities	<ul style="list-style-type: none"> • Honesty and a conscientious attitude toward work • Attention to detail and accuracy • Courteousness and helpful attitude • Flexibility regarding working hours to accommodate council events • To be capable of withstanding the physical demands of the job 		Application Form and Interview