BRACKLEY TOWN COUNCIL

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

Estates Person Required

Salary scale 7-12 (£27,274-£29,542)
37 hrs per week (Full Time)
Excellent Local Government Pension Scheme
Sick Pay and Holiday Pay Scheme

Join the team

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

The person we are looking for 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.

Apply now

For an application form, job description and person specification please download details from our website www.brackleynorthants-tc.gov.uk
or email deputy@brackleynorthant-tc.gov.uk.
Alternatively, you can collect an application pack from our office.

Closing date: 5pm Wednesday 25 November 2026
Interviews: Week commencing 30 November 2026

Job Title:	**Estates Person**
Location:	**Brackley**
Salary:	**NJC points 7-12**
Hours:	**37 Hours per week**
Responsible to:	**Operations Manager**

Job Purpose

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

Key Responsibilities

- Estates maintenance.
- 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, Operations Manager.
- 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 reseeding 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 Operation Manager. This will require some 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 Operations Manager.

Person Specification

	Essential Attributes	Desirable Attributes	Method of Evaluation/Testing
Education, Professional Qualifications and Training	• 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	• 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	• Basic knowledge and understanding of estates work • Familiarity with appropriate H&S legislation	Experience in estates maintenance work	Application Form and Interview
Abilities	• 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	• 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