



Kennington Parish Council
Oxfordshire
20 Kennington Road
Kennington OXFORD OX1 5NZ
Tel: 01865 421126
e-mail: clerk@kennington-pc.gov.uk

APPLICATION PACK – VILLAGE WARDEN

1. Short history of the Council
2. Application Process
3. Selection Process
4. Job Description
5. Person Specification
6. Terms and Conditions
7. Application form



Kennington Parish Council

1. COUNCIL HISTORY

Kennington Parish Council was formed in 1936 and has had an active group of members ever since. Kennington is situated between Oxford City and Abingdon and sits just outside the Oxford City Council's area, falling within Vale of White Horse District Council's jurisdiction.

The parish council is made up of 14 members, each requiring re-election every four years. The council employs a parish Clerk, who works part-time, together with a member of staff responsible for the grass cutting at the War Memorial in the centre of the village and a Village Warden.

The Management Team

The council works as a legal entity with a Chair and Vice Chair. The council has the following key Committees:

- Personnel Committee
- Planning Committee
- Playing Fields Committee
- Events Committee

With working parties set up as and when needed.

Council Services

The aims and objectives of Kennington Parish Council are:

- To maintain and improve social amenities and services, including the playing fields, children's play area equipment and footpaths.
- To encourage and promote social and community values by encouraging and supporting local community groups in their work within the village
- To engage in an open dialogue with residents, to understand their needs and aspirations and to explain how the council will try to address these needs within the resources and powers available.
- To be proactive, transparent and informative in our approach to village issues by the use of meetings, website and news letter.
- To promote and represent the best interests of the village for the betterment of the local community.
- To enable, assist and encourage other organisations and agencies to provide local services.
- To embrace progress and to improve the quality of life for those living in the village.

The council has no offices as such and operates from the home of the Clerk at 20 Kennington Road OXFORD

The council's key activities include:

- Carrying out verge cutting as devolved from Oxfordshire County Council
- Carrying out regular village maintenance to include the alleys within Kennington
- Maintaining of Kennington Cemetery situation in Sandford Lane in terms of grass cutting.
- Providing facilities for local sports clubs at two pavilions and playing fields, situated at both the north and south ends of the village; at Forest Side and Playfield Road.
- Providing 6 Defibrillator units within the village, which involves regular monitoring.
- Maintaining and improving the War Memorial in the centre of the village.
- Maintaining and improving two play areas within Kennington at the playing fields at both Forest Side and Playfield Road.
- Maintaining the village's bus shelters throughout Kennington.

Kennington Parish Council's partners would involve the Village Centre's Management Committee; various village organisations including Wild about Kennington as well as the local churches.



Kennington Parish Council



Kennington Parish Council

2. APPLICATION PROCESS

The application and the covering letter should be placed in a sealed envelope marked “*private and confidential - Application for Village Warden’s post* ” This envelope should then be placed in another envelope for posting or hand delivery to :

**Mrs Anne Feather - Clerk
20 Kennington Road
Kennington
OXFORD OX1 5NZ**

- You must include in your application information which:
 - Sets out how you meet the person specification
 - Gives clear examples of your previous achievements which link directly to the areas of responsibility in this post
 - Demonstrates the qualities you would bring to the role of Village Warden
- A CV is not required.
- Your application must be returned by post no later than noon on 30 June 2024.
- Canvassing of any Manager or Councillor involved in the selection process will disqualify you from being appointed.
- If you would like further information before submitting your application please contact Anne Feather, for an informal discussion.



Kennington Parish Council

3. SELECTION PROCESS

The formal selection process by interview will take place week beginning 1 July 2024.

The appointment may be made by the Appointment Panel, which will comprise three Councillors, depending upon results.

Interview

Candidates will be required to attend an interview at a time to be allocated individually. The interview will last up to an hour.

References

Formal references will be taken up following an offer of employment.

Expenses

Travelling expenses will be paid on the basis of standard class rail travel to the interview or car mileage at the rate of 42.9p per mile. Claims must be in excess of 25 miles in total (mainland UK only).

Any shortlisted candidate who withdraws without good reason will not be reimbursed travel subsistence or other expenses other than at the discretion of the Council.

Disabled Candidates

Any candidate who is disabled should please contact the Clerk or Chair of the Council, in confidence so that reasonable adjustments can be made to the recruitment process.



Kennington Parish Council

4. JOB DESCRIPTION

Key duties and responsibilities:

1. Inspect, identify and report the need for repair and maintenance of parish council buildings, land, property and equipment.
2. Undertake minor repair and maintenance tasks and assist the clerk with maintenance of parish council owned equipment and buildings.
3. Carry out visual inspections of the play areas including the BMX track and report any concerns immediately to the Clerk.
4. Litter pick within the village, playing fields and play areas, including emptying the bins at the play areas and playing fields.
5. Carry out monthly meter readings of all water, electricity and gas usage at the pavilions and War Memorial.
6. Carry out a six monthly village Asset Inspection with a councillor.
7. Ensure equipment used is maintained, fit for purpose and checked before use.
8. Ensure all Personal Protective Equipment (PPE) is worn and whenever replacement required, inform the Clerk immediately.
9. Ensure all Health and Safety guidance is adhered to including Manual Handling.
10. Work with the Clerk in reviewing the Risk Assessments annually or as when needed.
11. Monitoring the council's maintenance and grass cutting contractors, reporting back to the Clerk as and when necessary.

Weekly

- a. Check the six parish defibrillators and report any issues to the clerk..
- b. Carry out visual inspections of play area equipment and rake play area surfaces.
- c. Check both playing field car parks for litter or fly-tipping (collect litter, advise the clerk on fly-tipping)
- d. Litter pick the playing fields and empty litter bins
- e. Empty litter bins in all play areas and library
- f. Litter pick within the village
- g. To carry out the Legionella monitoring at Playfield Road pavilion recording on sheet provided.
- h. Clean the Playfield Road pavilion
- i. Removal of any graffiti, gum and flyposting from any parish council buildings, property including the bus shelters and equipment.
- j. Water village planters throughout the village and flower beds at the War Memorial
- k. Ensure that the dog bag dispensers throughout the village are checked and filled
- l. Report any environmental issues within the village in an effective and timely manner at weekly catchup with clerk.
- m. Complete a weekly time/task sheets.

Monthly

- a. Review the condition of the playing field and surrounding trees each month and after any windy weather.
- b. Review the standard of grass cutting, gardening and general maintenance of the village
- c. Review the parishes trees within the village, accompanying the councillors on the six month inspection of trees.
- d. Ensure the Parish noticeboards in the village are kept up-to-date and tidy.
- e. Check salt grit bins – break up salt and re-fill as necessary.
- f. Charge the village SID sign and be responsible for moving it between agreed locations as identified by the Clerk.
- g. Check gas, water and electricity meters at the pavilions and War Memorial



Kennington Parish Council

As Required

- a. Undertake minor repair and maintenance tasks as directed by the parish council such as reinstating broken gutter on the pavilions, gutter clearance.
- b. Undertake any other appropriate tasks which may be deemed necessary by the parish council, such as minor repairs to the play area gate swings, managing the village notice boards, cleaning village benches.



Kennington Parish Council

5. PERSON SPECIFICATION

PERSON SPECIFICATION

	Essential	Desirable	Qualifications
Education Qualifications and experience	Good general education Practical experience in carrying out minor maintenance/DIY and gardening Ability to cope with the requirements of the job including outdoor working throughout the year. General knowledge and understanding of safe practices Effective communication skills both verbal and written Full UK driving licence. Be proactive with the ability to use initiative	Use of own vehicle Proven experience of working in parks and grounds maintenance Reasonable fitness levels	
Previous work		Proven experience of working in parks and grounds maintenance	Attendance on recognised Health and Safety Awareness Training
Skills and knowledge	Good knowledge of Health and Safety Ability to work alone and unsupervised Ability to project a positive image of the parish council in the community. Good organisational skills Competent DIY skills Willingness to undertake appropriate training Willingness to assist in risk assessing tasks and keeping records of checks carried out Ability to ensure that work is prioritised appropriately	An interest in gardening and planting	
Personal Qualities	Ability to work alone Methodical and thorough approach to tasks Ability to anticipate problems and find solutions with a positive attitude Enthusiastic and committed to the role Self motivation – likes to see a job well done	Ability to generate ideas	



Kennington Parish Council

Other	Flexibility around working hours which may fluctuate throughout the year Commitment to health and safety and willingness to undertake relevant training Ensure that Kennington Parish Council rules and regulations are adhered to.	Local knowledge of the area	
--------------	---	-----------------------------	--



Kennington Parish Council

6. TERMS AND CONDITIONS

Pay SCP 7 (£12.63 per hour)

Hours 520 per year (10 hours per week) over 3 days per week

Location Kennington OXFORD

Holiday Entitlement Full time staff are entitled to 28 days' paid holiday (including bank holidays) in each holiday year. We will pro-rata that figure where necessary so that your holiday entitlement is in proportion to your working time during the relevant holiday year.

Sick Pay Entitlement: If you are absent from work due to sickness or injury, we will pay statutory sick pay (SSP) provided that you are eligible and you have complied with our rules relating to sickness absence and notification.



Kennington Parish Council

Blank page



Kennington Parish Council

Application Form

Please complete in black ink and print where possible

Position applied for:	Closing date and source of application:
Surname:	First names and title:
Address:	Telephone: Mobile: Email: National Insurance Number:

Personal Details:

Do you require a work permit to take up employment in the UK?	Yes ☐ No ☐
Are you legally eligible for employment in the UK?	Yes ☐ No ☐
Do you hold a current clean driving licence?	Yes ☐ No ☐
Please give details of any driving offences currently under endorsement:	
Please give details of any unspent criminal convictions that you may have (in accordance with the Rehabilitation of Offenders Act 1974).	



Kennington Parish Council

If offered this position will you continue to work in any other capacity?

Yes ☐ No ☐

Have you previously worked for this Council? YES / No

If YES, please give details of position held, dates of employment and main responsibilities:

Employment History

Please list all employment in reverse chronological order, starting with your present or last position.
Please continue on a separate sheet if you need to.

Name & Address of Employer:

Date joined:

Date Left:

Job Title:

Describe your duties and responsibilities:



Kennington Parish Council

Salary:

Type of Business:

Reason for Leaving:

Name & Address of Employer:

Date joined:

Date Left:

Job Title:

Describe your duties and responsibilities:

Salary:

Type of Business:

Reason for Leaving:

Name & Address of Employer:

Date joined:

Date Left:

Job Title:



Kennington Parish Council

Describe your duties and responsibilities:

Salary:

Type of Business:

Reason for Leaving:

Name & Address of Employer:

Date joined:

Date Left:

Job Title:

Describe your duties and responsibilities:

Salary:

Type of Business:

Reason for Leaving:



Kennington Parish Council

Name & Address of Employer:

Date joined:

Date Left:

Job Title:

Describe your duties and responsibilities:

Salary:

Type of Business:

Reason for Leaving:

Education and Qualifications (including Membership of Professional Bodies)

Date From/To	Name of School, College or University	Qualifications Gained



Kennington Parish Council

Training

Please list the relevant training courses attended below:

Hobbies

Please give details of your main hobbies:

--

Illness and/or Accidents

1. Do you consider yourself to have any disabilities? If yes, please give details (this will enable the Council to make reasonable adjustments to help accommodate you):

--



Kennington Parish Council

Additional Competency Information

Please provide specific examples in response to the following questions:

Please describe a successful task that you organised and carried out by yourself. e.g. investigating and finding solution to an issue and rectifying it.

What have you done to ensure your safety when working on your own?

Please give an example of when you have risk assessed a situation before tackling a solution – when working on your own.

Please describe an occasion where you have improved a situation or environment

