

VILLAGE ORDERLY

Lapley, Stretton and Wheaton Aston Parish Council

Hours: 8 hours per week

Working pattern: Monday to Friday, with flexible working arrangements by agreement

Salary: NJC Local Government Services (Green Book), Salary Point 3; salary scale up to SCP 5, subject to contractual arrangements

Location: Throughout the Parish of Lapley, Stretton and Wheaton Aston

Responsible to: Parish Clerk

About the role

Lapley, Stretton and Wheaton Aston Parish Council is looking for a practical, reliable and community-minded Village Orderly to help keep our parish clean, safe, welcoming and well maintained.

This is a varied, hands-on role involving outdoor work across the parish. You will work predominantly on your own initiative, while working closely with the Parish Clerk, Assistant Clerk, Councillors, contractors and members of the public.

Key responsibilities

Your duties will include:

- Litter picking in nominated areas and throughout the parish.
- Regular inspection and litter picking of Primrose Play Area and its immediate surroundings.
- Weekly inspection of playground equipment at Marston Field inc skate park and outdoor gym equipment and reporting any defects, damage or safety concerns.
- Monitoring and maintaining dog bag dispensers.
- Inspecting trees, hedges, street furniture and other Parish Council property and reporting damage or hazards.
- Carrying out minor repairs, maintenance, renewal and replacement work where this is within your capabilities and the equipment available.
- Removing graffiti and repairing vandalised Parish Council property where appropriate.
- Reporting fly-tipping and other issues requiring attention.
- Assisting with moving goods and equipment as required.
- Providing reports and information on inspections and completed work.
- Assisting with obtaining contractor quotations where practical or technical knowledge would be helpful.
- Supporting the Parish Clerk and Assistant Clerk with grounds, equipment, safety and maintenance matters.
- Undertaking additional hours or aspects of litter-warden duties elsewhere in the parish where required and agreed in advance.

The role may also involve other reasonable duties required to meet the needs of the Parish Council.

About you

We are looking for someone who:

- Has practical experience and enjoys working outdoors.
- Has experience of working with members of the public.
- Can work independently, manage their time effectively and use their own initiative.
- Is able to identify and report hazards, damage, fly-tipping and other matters requiring attention.
- Can communicate clearly and politely with residents, Councillors, colleagues and contractors.
- Has, or is willing to develop, practical skills in repairing and maintaining play equipment, street furniture and other Council property.
- Understands the importance of health and safety.
- Is willing to undertake relevant training and obtain qualifications where required.

Knowledge of the local parish would be an advantage.

What the role involves

This is predominantly a lone-working position, so you will need to be comfortable working independently and recognising when an issue needs to be reported or escalated.

The role involves outdoor work in varying weather and site conditions. The Parish Council will provide appropriate equipment and protective clothing.

Why join us?

This is an opportunity to make a visible and practical contribution to the local community. Your work will directly help maintain the appearance, safety and usability of parish facilities, play areas and public spaces.

The Council is committed to supporting appropriate training and development, with an annual appraisal and development review.

How to apply

For an informal discussion about the role, please contact the Parish Clerk

Email - office@wheatonastonparishcouncil.gov.uk

Or

Lapley, Stretton & Wheaton Aston Parish Council

Office FF028

South Staffordshire Business Hub

South Staffordshire Council Offices

Wolverhampton Road

Codsall

Staffordshire

WV8 1PX
01902 327091

07495789051

www.wheatonastonparishcouncil.gov.uk

Lapley, Stretton and Wheaton Aston Parish Council is committed to equality and to ensuring that its services and employment practices are fair and inclusive.