



JOB DESCRIPTION & PERSON SPECIFICATION

Operations Team – Market Operative and Grounds Maintenance Roles

Market Operative (22 hours per week on Thursdays and Saturdays)

- Sudbury Market
- 6:00am to 6:00pm with a one-hour unpaid break in the middle of the day)

Grounds Maintenance (15 hours per week on two weekdays)

Sudbury Town Council has an opportunity for a suitable individual to join our Operations Team as a market operative and grounds maintenance operative on a one-year fixed term contract to cover sickness absence.

These two roles could be split as a job share with one individual working on the market role and a different person taking on the grounds maintenance work. If taken as a single full-time role, this will be a 4-day working week, with 3 days per week off.

Salary is SCP6, currently £12.42 per hour (£23,893 per annum for a full time 37-hour week)
Pay award pending.

Sudbury Market

Sudbury's twice weekly Market holds an important place in our community. Sudbury Market has a 1000-year history, first mentioned in the Domesday Book of 1086, however earlier records reveal there was a market in Sudbury as far back as 1009. This vibrant, traditional, outdoor market is still a central part of Sudbury life today and is held every Thursday and Saturday on Market Hill in the centre of town.

Read more at: sudbury-tc.gov.uk/market

Typical market duties within this post will be to safely manage the market road closure, ensure the market place is a clean and safe environment for traders and members of the public, to manage market waste in a sustainable manner and to assist the smooth running of the market by reporting any incidents, queries or concerns to a senior member of management team in Sudbury Town Council.

Grounds Maintenance

Typical grounds maintenance duties within this post will be to ensure that the public open spaces controlled by the council are kept neat and tidy. This involves grass cutting with ride on mowers, self-propelled hand mowers and strimmers, hedge cutting, tree trimming, etc following seasonal schedules.

About You

- You should be reliable and have a strong commitment to high standards of service and customer care.
- You must be flexible, motivated, hardworking, and able to forge positive relationships with traders, colleagues, and all visitors to the market.



We are committed to delivering a high standard of service to our community and in doing so investing in our staff and staff development is key.

What we offer:

- Competitive hourly rates of pay.
- 28 days annual leave per annum (pro rata for part time staff)
- Paid DBS as well as paid induction and training.
- Full uniform and equipment provided at no cost to you.
- Full training and opportunities to learn new skills and develop in your career.
- Full employee support package including access to a free confidential Employee Assistance Programme

What we are looking for:

We are currently looking for a reliable, hardworking and friendly person with a positive attitude to join our team as a Market / Grounds Maintenance Operative.

We are looking for someone who:

- Has good customer service skills.
- Enjoys working outdoors in all weathers.
- Good interpersonal skills with the ability to deal with problems on site.
- Knowledge of cleaning standards with the ability to undertake cleaning tasks.
- This is a physically demanding role, and you should expect on an average shift to be undertaking tasks that require lifting; bending; putting up gazebos; carrying equipment, materials and furniture; and climbing ladders.
- Capable of using power tools for extended periods of time, especially ride on mowers, self-propelled hand mowers and strimmers.
- Excellent eye for detail and able to spot something that is out of place.
- Excellent organisational skills with the ability to work with limited supervision.
- Good spoken English with the ability to communicate effectively with the public.
- Knowledge of Health and Safety procedures and how to apply them in the workplace.
- Is self-motivated and able to work to fixed deadlines.

INTERESTED?

If you would like an informal discussion about this post please call our Business Manager, Rachel Price, on 01787 275772.

If you are ready to apply, please download and complete the application form and return to:
rachel.price@sudbury-tc.gov.uk

Alternatively, you can ask for an application form at: info@sudbury-tc.gov.uk or phone 01787 372331.