



# LOUTH TOWN COUNCIL

## APPLICATION PACK – FOREMAN / CEMETERY ATTENDANT

### Contents

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

This page is left intentionally  
blank

# **1. LOUTH TOWN COUNCIL HISTORY**

## **The Council**

We have 21 councillors representing 21 wards. The next elections are in May 2019.

We have offices in the Town centre at the Sessions House, the former Magistrates Court, where the parish notice board is also located.

The Council is managed by the Town Clerk, assisted by 2 full time maintenance staff and two part-time office staff.

## **Louth Town Council Services**

The Town Council also provide the following:

Allotment sites which are managed by the Louth Cottage Gardens and Allotments Society,

London Road Cemetery a 23 acre site where there are currently approximately 60 burials a year with a mix between full burials and cremated remains. There are also two chapels on the site which has a wildlife theme encouraging birds and bats, and recently planted an orchard and established two meadow areas to enhance the facility and encourage members of the public to visit.

The Town Council also has responsibility for some benches and bus shelters in the town.

The Council has recently acquired mobile interactive speed signs and is responsible for the CCTV in the town centre.

The Town Council is one of the main lead partners in 'Louth in Bloom' encouraging Civic Pride for the benefit of residents and visitors and has several Town Centre planters and notice boards as well as 'up the pole' planters on lamp posts.

The Sessions House is home to many Town Worthy Art Works including Browns Panorama, and is used for Louth Town Council meetings and a base for working groups.

Louth Town Council also provides the Christmas Lights in the Town and assists in the Switch On ceremony.

Louth Town Council meets on average 21 times a year to discuss operational issues and is a statutory consultee for principal authorities and planning applications.

You are advised to visit our website [www.louthtowncouncil.gov.uk](http://www.louthtowncouncil.gov.uk) for further information.

## 2. APPLICATION PROCESS

The application and your covering letter should be placed in a sealed envelope marked "*private and confidential - Application for **Foreman/Cemetery Attendant post***". This envelope should then be placed in another envelope for posting or hand delivery to :

Louth Town Council  
The Sessions House  
Eastgate  
Louth  
LN11 9AJ

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

**A CV is not required.**

Your application must be returned by post no later than noon on Thursday 5<sup>th</sup> October 2017.

Canvassing of any Member or Officer involved in the selection process will disqualify you from being appointed.

If you would like further information before submitting your application please contact Town Clerk, for an informal discussion on 01507 355895.

### **3. SELECTION PROCESS**

The formal selection process by interview will take place on Thursday 19<sup>th</sup> October 2017

The appointment will be made by the 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.

#### **Disabled Candidates**

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

### **4. Job Description**

**Maintenance Foreman/Cemetery Attendant**

**Reports to: Town Clerk**

**Responsible for: Maintenance Assistant (& Gravedigger)**

**Salary: Grade NJC 18 Fixed Scale Point – £18,070**

**Hours of Work: 37 Hours per Week**

**Main Purpose:** To be responsible for duties associated with the burial of the dead and cremated remains within the cemetery and maintenance of land and assets of Louth Town Council.

**Main Activities** (this is not intended to be an exhaustive list):

1. To carry out duties in a safe manner and in accordance with the Council's methods of work.
2. To maintain good relationships with clergy, funeral directors, other staff, mourners and visitors to the cemetery and preserve an appropriate and dignified attitude at all times.
3. To supervise and be responsible for the work of the Cemetery/Maintenance Team, Enforced Volunteers and Contractors.
4. To liaise with Funeral Directors, Ministers of Religion and Memorial Masons and provide them with information, assistance and direction as necessary.
5. To assist members of the public with grave and memorial identification and other queries, in a sensitive and appropriate manner.
6. To ensure graves are excavated observing good practice and all prescribed Health and Safety practices.
7. To mark and prepare graves for funeral services in accordance with Council procedures including the updating of associated cemetery records and forms.
8. Be responsible for ensuring the Council's burial duties and procedures are fulfilled
9. To ensure that the cemetery is maintained to the appropriate standard at all times.
10. To ensure that following funerals all grave filling and tidying is appropriately and sympathetically undertaken
11. To be responsible for machinery, plant and vehicles and ensure that equipment operates correctly and in accordance with Health and Safety Procedures
12. To supervise and undertake grass cutting, waste collection, path clearing, hedge cutting, cleaning, winter maintenance, inspections or any other required maintenance work in accordance with the Council's specifications and methods of work, at the cemetery or at other locations in and around Louth.
13. To monitor memorial stones (headstones, tablets etc) and the placing, recording and monitoring of memorials (plaques, vase blocks, etc.) as required. To liaise with Memorial Masons to ensure that memorial stones are correctly and safely placed and are in accordance with granted permissions.
14. To ensure toilet and other facilities are maintained in a clean and hygienic state liaising with cleaning contractor as required.
15. To supervise and carry out miscellaneous improvement works including but not limited to fencing, painting, maintenance of benches, bus shelters and notice boards within the Cemetery and at other locations owned by Louth Town Council.
16. To maintain records as required including both written and computerised data.
17. To undertake training and gain certification as required by the job from time to time.
18. Drive Council vehicles
19. To assist as required with Town Council functions and events.
20. To participate in a Performance, Review and Development meetings
21. To undertake any other duties as considered appropriate to the post, which may be assigned by the Town Clerk.

22. Due to the nature of this position, the post holder may be required to work occasional evenings/weekends and/or bank holidays sometimes at short notice.

**All employees will ensure that they;**

- Take care of their own safety and that of others.
- Ensure that products, plant, equipment, vehicles and buildings are not damaged, beyond expected wear and tear.
- Comply with health and safety procedures and instructions.
- Will not neglect, misuse, damage anything provided in the interest of health and safety.
- Assist by recording and reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Undergo any training or instruction to enable them to work competently and safely.
- Wear relevant protective clothing as provided.

## Person Specification for Foreman/Cemetery Attendant

Heading	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>• Supervising a similar maintenance/works team</li> <li>• Working outdoors throughout the year</li> <li>• Developing, implementing and following Health and Safety Procedures</li> <li>• Experience of using mechanical grass/brush cutters/hedge cutters</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in cemeteries</li> <li>• Experience of grave digging</li> <li>• Experience of Meadow maintenance</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Full driving licence</li> <li>• Supervision/management</li> <li>• Effective communication</li> <li>• Able to work effectively as part of a team</li> <li>• Knowledge across a range of maintenance skills appropriate to the role.</li> <li>• Problem solving</li> <li>• Initiative</li> <li>• Literate, Numerate and able to maintain records and complete written forms.</li> <li>• Able to use a computer</li> </ul>	<ul style="list-style-type: none"> <li>• Chain saw certificate</li> <li>• Horticultural knowledge</li> <li>• General building/mechanical skills</li> <li>• Cemetery qualification</li> </ul>
Qualities	<ul style="list-style-type: none"> <li>• Responsible, reliable, dependable and trustworthy</li> <li>• Smart and presentable when required (e.g. burials)</li> <li>• Flexible to the demands of the job including the willingness to work weekends when required</li> <li>• Self-motivated</li> <li>• Sympathetic to others and able to behave sensitively.</li> <li>• Willingness to learn and undertake training</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Able to give/follow instructions and procedures</li> <li>• Willingness to participate in public Council events</li> </ul>	



## **6. TERMS AND CONDITIONS**

### **Pay**

The salary is NJC, spinal column point 18. Salaries increase in line with the annual increase negotiated by the National Joint Council for Local Government Services.

### **Contract**

The appointment is permanent and full time and is subject to the National Agreement on Salaries and Conditions of service of Local Councils in England and Wales 2004. There will be a three-month probationary period with three-monthly reviews.

### **Hours**

Whilst the basic working week is 37 hours per week, the post holder may be required to work reasonable additional or irregular hours as necessary to ensure the proper performance of the work of the post without additional payments being made, but time off in lieu is permitted.

### **Annual Leave**

<b>Holiday Entitlement</b>	<b>Days</b>
Annual leave on commencement of employment (21 days + 8 Bank Holidays)	29
Additional after 5 years service (4 days)	4

### **Casual User Allowance**

The post holder is not required to use their own vehicle; however it is a condition of appointment that the post holder maintains a current driving licence.

### **Notice**

The appointment is subject to one months' notice on either side.

### **Pension**

The postholder is eligible to join the Local Government Pension Scheme. Information on the LGPS will be provided to the successful candidate.

### **Political Restrictions**

Under the provisions of the Local Government and Housing Act 1989, the postholder will be subject to political restrictions. The postholder will be expected to maintain political neutrality in relation to the work of the Council.

## **Code of Conduct**

The post holder will be required to observe the requirements of the Council's Code of Conduct for employees and any national provisions in this respect. Any potential conflict of interest which arises during the course of employment should be brought to the attention of the Town / Parish Council and entered in the Register of Officers' Interests.

## **Criminal Convictions**

Failure to declare an unspent criminal conviction may lead to an appointment being terminated. The successful candidate must also disclose any subsequent conviction to the Town Clerk.

## **Pre – Employment Checks**

Any offer of employment will be subject to two satisfactory references being received (one from the present or previous employer) and a satisfactory medical check.

# 7. Application Form

Please complete in black ink and print where possible

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

## **Personal Details:**

Do you require a work permit to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you legally eligible for employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you hold a current clean driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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).	
If offered this position will you continue to work in any other capacity?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you previously worked for Louth Town 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:

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:

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

***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):

--

**Additional Competency Information**

Please provide specific examples in response to the following questions:

Please describe how you have previously worked with the public and other colleagues to achieve a successful working relationship.

What have you done to ensure that you work effectively as a member of a team or partnership?

Please give an example of when you have led a team successfully? What did you do?

Please describe an occasion where you have improved a business process or procedure. What did you do and what was the outcome?

**Please give details of any outside interests or other information you feel will support your application:**

--

**References**

Please give the names and addresses of two referees. One should be your present or last employer if possible.

<b>Referee 1</b>	<b>Referee 2</b>
Name	Name
Address	Address
May we approach them now? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we approach them now? Yes <input type="checkbox"/> No <input type="checkbox"/>

Are you related to any member or employee of this Council? Yes  No

If yes please give full details:

--

**IMPORTANT NOTICE**

Failure to answer all the questions on this application without good reason or failure to reveal information which might influence a decision on whether or not to employ you will automatically invalidate the application and the offer of employment, and where employment has commenced, to dismissal.

**DECLARATION**

<b><i>I, the undersigned, declare that the information given by me on this application and any other form (including at interview) to the best of my knowledge is correct, and that I have not knowingly withheld any fact or circumstance which, if disclosed, would influence a decision to employ or not employ me.</i></b>	
Signature	Date