



Information pack for the post of
Grounds Maintenance Operative x 2
Job reference number 1318
Closing date: 11 September 2026 (noon)
Interview date: 18 September

Guidance on completing the application form.

Please ensure all sections of the application form are complete.

Before filling in your application form, please read the job description carefully. This outlines the duties to be performed, the person specification will outline the skills, abilities and qualifications required of the postholder. You will need to demonstrate that you meet the requirements of the job description, (or at least have the potential to do so), in order to be shortlisted for an interview.

Please note, when copying and pasting text into the online application form the formatting may change, so please check before submitting.

We understand that some applicants may use artificial intelligence (AI) tools to assist with preparing their applications. All submitted information, whether supported by AI or not, must accurately reflect the applicant's own skills, experience, and qualifications. Recruitment decisions will be based on how well applicants demonstrate these attributes during the interview and selection process.

Disclosure and Barring Service (DBS)

Some posts may be subject to a basic or an enhanced DBS check. This will be stated in the advertisement, Job Description or Person Specification. Further information about this check can be obtained from the following website:
www.gov.uk/disclosure-barring-service-check

Politically Restricted Post

Some posts may be politically restricted which means Under the Local Government and Housing Act 1989 some posts will be disqualified from being a Councillor, Member of Parliament or Member of the European Parliament. The regulations restrict you from undertaking:

Candidature for election

Holding office in a political party
Canvassing at elections
Speaking or writing publicly on matters of party political controversy.

Additional Clearance

Some posts may at any time be required to undertake additional clearance or checks.

These may be required in order to comply with a request from a Government body or as a result of a statutory requirement and may include some form of criminal record check.

Referees

References must cover the last 3 years together with a reasonable account of any significant periods (6 months or more) of time spent abroad.

Ensure that the names of referees that you supply relate to people who you know in a professional capacity. Ideally, at least one referee should be your current manager or college tutor. Previous managers or tutors can also be named, but where possible, you should avoid providing names of colleagues or friends as referees.

Your referees will be asked to supply information regarding your professional and technical ability, your character and personality, and your timekeeping and reliability. They will also be asked for information regarding your general health and absences on the grounds of sickness over the last two years.

Evidence of information provided in your application form

Successful candidates will be required to provide documentary evidence of the qualifications required to do the job. We reserve the right to verify any information given on the application form and failure to provide such evidence will result in the offer being withdrawn or in dismissal.

Equality and diversity

Spelthorne Borough Council is committed to equality of opportunity for all in relation to the services and functions it carries out and in the employment practices it follows. As a responsible employer, the Council will conduct its affairs in a manner which will not unlawfully and unjustifiably cause disadvantage to any employee or job applicant on the following grounds: age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief or marriage and civil partnership.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

Complaints about equality and race equality issues will be dealt with promptly and seriously. Please refer to our website for further information.

Eligibility to work in the UK

The Asylum and Immigration Act makes it a criminal offence for employers to recruit staff who are not entitled to work in the UK. Therefore any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

What happens after I submit in my application?

The shortlisting panel will look at your application form after the closing date to see how well your skills, experience and knowledge meet the requirements of the job set out in the person specification. Candidates who are shortlisted for interview will be advised of the arrangements.

Telephone **01784 444263** or e-mail recruitment@spelthorne.gov.uk with any queries.

You are also able to apply online using www.surreyjobs.info

surreyjobs.info
A revolution for Public Sector jobs in Surrey
www.spelthorne.gov.uk



Advert

Grounds Maintenance Operative x 2
Salary £24,335 - £25,328 pa
36 Hours



Spelthorne Borough Council is looking for two reliable and enthusiastic **Grounds Maintenance Operatives** to join our Parks and Open Spaces team.

This is an excellent opportunity for someone with a keen interest in gardening, horticulture and the upkeep of public open spaces. Working as part of the team, you will help maintain the Walled Garden in Sunbury on Thames and associated grounds to a safe, attractive and well-presented standard for residents and visitors.

About the role

You will support the day-to-day maintenance of the Walled Garden and surrounding open spaces, carrying out a range of practical outdoor tasks. Duties will include grass cutting, planting, watering, weeding, edging, pruning, hedge trimming, seasonal clearance, litter removal and general site maintenance. You will also use a range of grounds maintenance tools and equipment, such as mowers, strimmers, blowers and hand tools, once suitable training has been provided. You will be expected to follow safe working practices, use appropriate personal protective equipment and report any defects, hazards or maintenance issues to the Team Leader.

About you

We are looking for someone who is dependable, punctual and happy to work outdoors in varying weather conditions. You should have a genuine interest in plants, gardening and public open spaces, along with the ability to work safely, methodically and as part of a team.

You will need to communicate appropriately with residents, visitors, colleagues and contractors, and be willing to learn new skills as required. Previous grounds maintenance or horticultural experience would be an advantage, but a positive attitude and willingness to learn are equally important.

Key requirements

The successful candidate will have:

- A keen interest in gardening, plants and maintaining public open spaces
- Reliability, punctuality and a methodical approach to work
- The ability to undertake practical outdoor work safely and consistently
- A willingness to work outdoors in all weather conditions
- The ability to work both independently and as part of a team
- Good awareness of health and safety requirements
- Appropriate communication skills when dealing with residents and visitors

Previous grounds maintenance or horticultural experience, knowledge of Spelthorne, experience using grounds maintenance tools or machinery, and a full clean manual driving licence would be desirable but not necessary.

Our commitment

Spelthorne Borough Council is committed to equality of opportunity and to providing a healthy and safe working environment.

If you enjoy practical outdoor work and would like to help keep our parks and open spaces safe, attractive and welcoming, we would like to hear from you.

In return, we can offer excellent conditions of service with a benefits' package that includes, pension scheme and at least 23 days' paid leave per year.

Closing date: 11 September 2026 (noon)

Interview date: 18 September

To apply please use the 'apply online' button.

CVs can only be accepted in support of a completed application form.

Unfortunately, we are unable to reply to all candidates. If we have not contacted, you within 3 weeks of the closing date then your application has been unsuccessful. All shortlisted applicants will be contacted via email after the closing date.

Local Government Reorganisation (LGR)

Spelthorne Borough Council is undergoing Local Government Reorganisation, moving from a two-tier system to two new unitary councils in April 2027. Please see more information here [Local government in Surrey is changing | Spelthorne Borough Council](#) and also [Future Surrey – Surrey LGR Hub](#)

Working towards equal opportunities

Strictly No Agencies



Job Description

Date Prepared:	24 August 2026
Post Title:	Grounds Maintenance Operative
Post Number:	6140 & Grade: 1 6116(3a)
Section Head:	Group Head Neighbourhood Services
Reports To:	Walled Garden Team leader
General Duties:	To work as part of the Parks and Open Spaces team to maintain the walled garden and associated grounds to a safe, attractive and well-presented standard for residents and visitors.
Essential Requirements:	A keen interest in plants, gardening and the maintenance of public open spaces. Reliable and punctual, with the ability to undertake manual outdoor work safely and consistently. Willingness to work outdoors in all weather conditions, using appropriate personal protective equipment and safe working practices.
General Responsibilities:	Equal Opportunities: The Council is committed to achieving equality of opportunity and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate. GDPR: The council is committed to the principle of confidentiality and the requirements of the Data Protection Act and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate. Health and Safety: The Council is committed to providing a healthy and safe working environment and expects all employees to implement and promote policies in all areas of their work including attending training as appropriate.

Particular Duties:

1. Cut grass and maintain lawned areas within the walled garden and associated open spaces to the required standard.
2. Carry out routine horticultural maintenance, including planting, watering, weeding, edging, deadheading and seasonal clearance.
3. Maintain shrub beds, borders and planted areas so they remain tidy, healthy and visually attractive throughout the year.
4. Carry out hedge trimming, pruning and other vegetation management tasks in line with instructions, seasonal requirements and safe working practices.
5. Use grounds maintenance tools and equipment, including mowers, strimmers, blowers and hand tools, once appropriate training has been provided.
6. Clean, check and store tools, equipment and materials after use, reporting defects, damage or servicing requirements promptly.
7. Support the safe use of the garden by removing litter, debris, leaves and other hazards from paths, beds and working areas.
8. Assist with the preparation, improvement and reinstatement of planted areas, lawns and soil beds as directed.
9. Follow health and safety procedures, risk assessments and instructions, including the correct use of personal protective equipment.
10. Identify maintenance issues, defects, hazards or areas requiring attention and report them promptly to the Team Leader.
11. Work cooperatively with colleagues, contractors and other Council staff to complete grounds maintenance tasks efficiently and safely.
12. Respond politely and appropriately to residents and visitors, referring enquiries or concerns to the Team Leader where necessary.
13. Carry out such other duties as may be required by the Group Head, appropriate to the postholder's skills and at a level of responsibility not exceeding the grade on which they are appointed. In accordance with the Equality Act, reasonable adjustments will be made to overcome any factor which puts a disabled employee or applicant at a disadvantage.



Spelthorne Borough Council
Person Specification

Post: Grounds Maintenance Operative

Post Number: 6140 &
6116(3a)

Key Job Requirements	Desirable/ Essential	Testing Mechanism
1. Skills		
Ability to communicate appropriately with residents and visitors	Essential	Interview
Ability to work on own initiative and as part of a team	Essential	Interview
Ability to follow health and safety requirements and safe working practices	Essential	Interview
2. Experience		
Previous grounds maintenance or horticultural experience	Desirable Essential	Application form / Interview Application form / Interview
Interest in plants and gardening		
3. Knowledge		
General knowledge of the borough of Spelthorne	Desirable	Interview
Knowledge of, or willingness to learn, the safe operation of plant and machinery used for grounds maintenance	Desirable	Interview
4. Qualifications		
Full clean manual driving licence	Desirable	Application form / Document check
5. Personal Qualities		
Reliable	Essential	Interview
Methodical	Essential	Interview
Trustworthy	Essential	Interview
Able to undertake manual outdoor work, with reasonable adjustments considered where appropriate	Essential	Interview
Willingness to work outdoors in varying weather conditions	Essential	Interview