

SEVENOAKS TOWN COUNCIL JOB DESCRIPTION

Position: Gardener (Town Centre & General Open Spaces)

Line Manager: Open Spaces Manager

Date of Preparation: April 2026

Main Aims of the Role

- i) Work as a member of the Sevenoaks Town Council's Open Spaces Team maintaining and improving public open spaces with dedication to two days per week on Town Centre public realm.

Town Centre duties to include:

1. Clearing of weeds on pavements and surrounding areas
2. Litter picking
3. Reporting and or removal of graffiti
4. Small maintenance jobs e.g. repairs to planters / repairs and or cleaning of signs
5. Acting as an ambassador for the Town Council when meeting public, local businesses and visitors

Open Spaces duties to include:

1. Grass cutting (mowing and strimming)
2. Maintenance of flower beds etc
3. Assist with equipment maintenance
4. Empty litter bins
5. Be aware and take notice of all related Health and Safety requirements including Personal Protection Equipment (PPE) and use of equipment.

6. Attend and assist with community events.
7. Assist with out of hours work on a rota basis as overtime.
8. To carry out duties as may be required from time to time by the Open Spaces Manager or Town Clerk.
9. This job description sets out duties of the post at the time it was drawn up. Some detail may vary from time to time without changing the general character of the duties from the level of responsibility involved.

Personal Specification

- Ability to work outside throughout the year
- Polite, sensitive to surroundings, and able to represent the Council to the public
- Interest in horticulture
- Willing to learn
- Common sense approach
- Driver preferable

Outline Terms & Conditions

- Full time permanent contract = 37 hours per week
- £25,000 (£12.99 per hour)
- 23 days holiday, plus Bank Holidays