



*CHIGWELL COUNCIL
PARISH*

CONFIDENTIAL

Candidate Information Pack

CHIGWELL PARISH COUNCIL IS AN EQUAL
OPPORTUNITIES EMPLOYER

PLEASE COMPLETE THE FOLLOWING DETAILS

NAME

POST APPLIED FOR

Open Spaces and Cemetery Operative

When completed, this form should be returned to:

**Clerk to the Council
Hainault Road
Chigwell
Essex
IG7 6QZ**

recruitment@chigwellparishcouncil.gov.uk

To facilitate photocopying, please complete this form in BLACK INK.



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Recruitment of Open Spaces and Cemetery Operative

Salary Scale SCP (depending upon experience and qualifications).



1. Advertisement

DETAILS

Job Title:	Cemetery & Open Spaces Operative
Organisation:	Chigwell Parish Council
Location:	Chigwell, Essex, United Kingdom. The role is outdoors based
Responsible to:	Open Spaces Senior Supervisor, the Parish Clerk and Parish Council
SPC scale:	SCP 11 (£27,269, £14.13 per hour as of 24/25)
Hours:	Full time, 37 hours per week

Interviews are planned for w/beginning 2 June 2025.

Summary

Chigwell Parish Council is seeking a dedicated and respectful **Cemetery and Open Spaces Operative** to join our team. This role is essential in maintaining the appearance, safety, and dignity of public spaces and the cemetery. The successful candidate will work closely with the Open Spaces Senior Supervisor and other Council staff to provide high-quality grounds maintenance and cemetery services.

Main Purpose of the Job

The Cemetery and Open Spaces Operative will be responsible for a range of groundskeeping duties, including grass cutting, planting, litter removal, and seasonal maintenance across Council-owned spaces. A key part of the role also includes preparing graves, maintaining cemetery grounds, and offering compassionate assistance to bereaved families. The position involves the care and maintenance of tools and equipment, adherence to health and safety standards, and upholding the values and policies of the Council.

Working Arrangements

- **Location:** Primarily based at Council-owned sites including the cemetery and Parish Offices in Chigwell.
- **Hours:** Full-time, including some weekend or out-of-hours work during emergencies or adverse weather.
- **Reporting To:** Open Spaces Senior Supervisor
- **Collaborating With:** Council Clerk, Open Spaces Team, and external partners (e.g., funeral directors)

Requirements

Essential Skills and Experience:

- Experience in grounds maintenance, landscaping and creation of biodiverse environments or a related field
- Ability to conduct grave excavation, backfilling, and levelling with respect and care.
- Mechanical aptitude for maintaining and servicing grounds equipment.
- Strong awareness of health and safety practices, including safe handling of hazardous materials.
- Ability to follow work schedules and guidelines set by supervisors.
- Compassion and professionalism when interacting with bereaved families and the public.

Desirable Qualifications:

- Relevant horticultural or landscaping and machinery use qualifications
- Experience working in a cemetery or similar sensitive environment.
- First aid or health and safety certification.

Personal Attributes:

- Respectful, empathetic and discreet
- A positive, can-do attitude with a strong sense of responsibility
- Reliable and self-motivated with a strong work ethic.
- A natural team player who contributes to a friendly and supportive work culture.
- Trustworthy and reliable with a professional approach to sensitive situations.
- Well-liked and approachable, capable of interacting respectfully with residents and bereaved families.
- High personal standards for quality and care in all work.
- Organised, with attention to detail and care for public spaces.

Application: The application pack is on our website at www.chigwellparishcouncil.gov.uk. For an informal discussion about the post contact Chigwell Parish Council Hainault Road, Chigwell, IG7 6QZ, telephone 020 8501 4275 or email: clerk@chigwellparishcouncil.gov.uk



Job Title: Cemetery & Open Spaces Operative

Organisation: Chigwell Parish Council

Location: Chigwell, Essex, United Kingdom. The role is outdoors based

Responsible to: Open Spaces Senior Supervisor, the Parish Clerk and Parish Council

SPC scale: SCP 11 (£27,269, £14.13 per hour as of 24/25)

Hours: Full time, 37 hours per week

Job Description:

Groundskeeping:

- Perform regular maintenance tasks such as grass cutting, litter picking, edging, planting and weeding in accordance with a schedule provided by the Open Spaces Senior Supervisor.
- Ensuring that the Council owned raised beds, planters, flower beds and bushes are tended and trimmed to prevent weeds and overgrowth in accordance with a schedule provided by the Open Spaces Senior Supervisor.
- Maintaining all Council owned planters and pots in accordance with a schedule provided by the Open Spaces Senior Supervisor.
- Walking the cemetery's external perimeter, pathways, driveways and memorial areas and other Council sites removing litter in accordance with a schedule provided by the Open Spaces Senior Supervisor.
- Working with the Open Spaces Team and Clerk during adverse weather conditions such as snow and ice to ensure the Council sites are safe.
- Conduct seasonal maintenance activities such as leaf removal, snow clearing, border maintenance and hedge cutting as necessary.

Grave Preparation and Maintenance:

- Conduct excavation, backfilling and levelling of graves in accordance with established procedures and safety guidelines.
- Coordinate with funeral directors and families to ensure smooth and respectful burial ceremonies.

Equipment Maintenance:

- Maintaining a full record of grounds equipment held, checking and updating the record on a regular basis and advising the Open Spaces Senior Supervisor of any renewal necessary of such items.

- Maintaining mechanical equipment and tools and, in consultation with the Open Spaces Senior Supervisor making appropriate arrangements for the servicing of equipment.
- Report any equipment malfunctions or safety concerns to the Open Spaces Senior Supervisor and Parish Clerk promptly.
- Assist with the upkeep of storage areas and workshops to ensure cleanliness and organisation.

Safety and Compliance:

- Adhere to health and safety regulations and protocols while performing tasks to mitigate risks and prevent accidents.
- Handle and store chemicals, fertilisers and other hazardous materials safely and in accordance with established guidelines.
- Maintain awareness of Council and cemetery policies and regulations governing burial practices and operational and maintenance activities.

Compassionate Service:

- Interact respectfully and empathetically with bereaved families and visitors to the cemetery.
- Offer support and guidance to visitors and Chigwell residents as needed and answer enquiries regarding open spaces and cemetery
- Always uphold the dignity and sanctity of the cemetery environment.

General:

- Operate in line with Council policies, including H&S Management Policy, Climate Change Policy and Biodiversity Policy at all times
- The Cemetery and Open Spaces Operative may be directed to undertake other tasks for general maintenance when weather conditions make the performance of normal duties impossible.

STATEMENT

This job description will be agreed between the post holder and the Parish Council to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.



3. Person Specification – Open Spaces and Cemetery Operative

Experience of horticulture, turf management, groundskeeping biodiverse environments, habit restoration or a related field and landscape maintenance techniques	Required
The ability to perform manual labour tasks (including heavy lifting) outdoors in various weather conditions with or without a reasonable accommodation	Required
Formal training or certificates in horticulture, landscaping, machinery use or creation of biodiverse environments or habit restoration	Preferred
Capability and willingness to conduct excavation, backfilling and levelling of graves in accordance with established procedures and safety guidelines (training provided)	Required
Capability to operate equipment such as pedestrian mowers, ride on mowers, strimmers and hand tools (training provided)	Required
Good communications skills and sensitivity to the needs of grieving families, respectful, empathetic and discreet	Required
Strong organisational and time management skills	Required
Flexibility to work occasional weekends or holidays	Required
Valid clean driver's licence	Required
Attention to detail and capability of delivering high-quality workmanship	Required
Capability to contribute to a friendly and supportive work culture	Required
Experience in a public facing role	Preferred
Good computer literacy	Required
Experience of Microsoft Office	Preferred

Chigwell Parish is an equal opportunities employer. The ideal candidate must be able to work outside to complete all physical requirements of the job with or without a reasonable accommodation



4. Chigwell Parish Council - Roles and Responsibilities of the Council

Chigwell Parish Council is a local government body that represents the interests of residents within the Chigwell parish boundaries. The council's responsibilities include managing local amenities, providing community services, and representing the views of the local community to higher tiers of government.

The councillors of the Chigwell Parish Council are elected by residents in the parish and serve as representatives of their communities. They work together to make decisions on matters such as planning applications, local events, and the maintenance of public spaces. Councillors also act as a point of contact for local residents to raise concerns, share their views, and receive information about council activities.

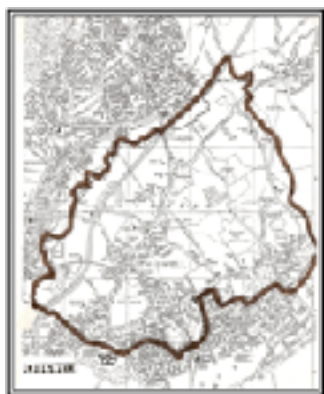
In addition, councillors are responsible for ensuring that the council operates in accordance with the law and good governance principles, and that it is financially responsible and accountable to its constituents. They play a crucial role in shaping the future of the local community by representing the interests and views of residents and making decisions that benefit the community as a whole.

The Parish Council is composed of eleven members. All members are elected for a four-year term. The Chair and Vice Chair plus Committee Chairs are appointed at the Parish's Annual meeting each May.

The Parish Council has three members of staff based at the Offices in Hainault Road, Chigwell and three staff members are located at Chigwell Cemetery in Manor Road, Chigwell.

The Full Council, the Finance, Governance, Personnel and the Community Service and Assets and Services Committees convene regularly.

The times and dates for all meetings can be seen on the website along with agendas and minutes. All meetings, including the Annual Parish Assembly, are held at the Parish Council offices located at Hainault Road, Chigwell. The Annual Parish Assembly is scheduled in May 2026





5. Job Application Form - CONFIDENTIAL

PLEASE USE **BLOCK CAPITALS** AND CONTINUE ON SEPARATE SHEET(S) IF NEEDED

PERSONAL DETAILS

Forename(s):	Surname:
Address:	
Postcode:	
Telephone:	Mobile:
Email:	

Please delete as appropriate:

Do you have a current valid driving licence?	YES	NO	
Do you have access to a car?	YES	NO	
If you have a driving licence, is it:	PROVISIONAL	FULL	HGV

Details of position applied for:	
How did you learn of this vacancy?	

EXPERIENCE AND OTHER INFORMATION

Please state why you think you are suitable for this job. Enclose additional sheets if necessary

Note: We shortlist and recruit with a focus on merit. To do this, we will seek to match the information you provide against the persons specification for the job. Therefore you should ensure that you address each point identified in the person specification and provide evidence of relevant experience and skills, including areas others than paid work.

(EXPERIENCE AND OTHER INFORMATION)

[illegible]

Please give details of any university course or other further education undertaken (including youth training, technical courses, vocational studies, correspondence courses, etc.)		
University/FE College	Courses/Exams	Qualifications Obtained* Grade and Date

State any other achievements during further education*:		

**Please be prepared to provide certificates of pass, etc.*

PROFESSIONAL BODY MEMBERSHIP

Please give details of membership of any professional body, including the grade of membership and award date.

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TRAINING

Please give details of any courses you have completed which you think are relevant to this post.

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EMPLOYMENT DETAILS

Please give details of relevant previous employment / key achievements that might help us assess your suitability for the job for which you are applying, starting with the most recent employment and working backwards. *Please continue on a separate sheet of paper if necessary.*

CURRENT/LAST EMPLOYER

Name:

Address:

Postcode:

Email:

Telephone:

Position(s) held:

Current salary:

Outline of duties/key achievements:

Notice period:

Reason for leaving if role not current:

PREVIOUS EMPLOYER 1	
Name:	
Address:	
Postcode:	
Email:	Telephone:
Position(s) held:	
Salary:	
Outline of duties/key achievements:	
Reason for leaving:	
PREVIOUS EMPLOYER 2	
Name:	
Address:	
Postcode:	
Email:	Telephone:
Position(s) held:	
Salary:	
Outline of duties/key achievements:	

Reason for leaving:

REFERENCES

Please give the names and addresses of two people whom we may contact for a confidential assessment of your suitability for this post, one should be your current or most recent employer. References will not be contacted without your agreement.

You may use a Councillor or Council employee as a referee if they are not directly involved in the recruitment process. Any attempt to influence the process by yourself or others in your favour or on your behalf will immediately disqualify you from the process.

Name/Job Title:

Organisation Name/Address:

Postcode:

Email:

Telephone:

Name:

Address:

Postcode:

Email:

Telephone:

If you are shortlisted, may we contact your referees before the interview?

YES

NO

Please delete as appropriate:

OUTSIDE INTERESTS

Please give details of your spare time interests and hobbies, voluntary work and so on.

ADDITIONAL INFORMATION

Are you legally entitled to work in the UK? <i>Please delete as appropriate.</i>	YES	NO
<i>We will require evidence of this prior to commencing employment.</i>		
Have you ever been convicted of a criminal offence? <i>Please delete as appropriate.</i>	YES	NO
<p>The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974, as amended by the Protection of Freedom Act 2012. Applicants are therefore not entitled to withhold information about convictions which, for other purposes are 'spent' under the provisions of the Act. If you are to be recommended for the post, you will be subject to a Disclosure and Barring Service check - this will be an enhanced disclosure. You must, therefore, disclose any convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations. Failure to disclose this information could result in the withdrawal of a job offer, dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to an application for positions to which an order applies.</p> <p>If you have convictions to declare, please set down the details on a separate sheet and place in a sealed envelopemarked "private and confidential". This should be sent by post to Clerk Chigwell Parish Office, Hainault Road, Chigwell, Essex, IG7 6QZ. Please give post job title and include contact details. For confidentiality purposes, this information must not be sent by e-mail.</p>		
Are you a relative, friend or associate of a Councillor or employee?		
<i>Please delete as appropriate.</i>	YES	NO
<p>If you are a close relative, friend, employee or business associate of an existing Councillor or of the partner of such a person or close relative or associate of an employee of the Council, or of the partner of such a person, you must enclose a written statement to that effect with your application.</p>		
Other than any salary given on listed under employment, have you been in receipt of any income from Chigwell Parish Council, including any payments received via agency work, expenses, grant funding in the last three years from the date of your application?		
<i>Please delete as appropriate.</i>	YES	NO
If YES, please give details		

Have you ever been dismissed from employment with Chigwell Parish Council or any other employer? If **YES**, state from where and when.

HOLIDAY COMMITMENT

Please give details of any holiday commitment you have over the next 12 months.

Please give any dates when you are not available for interview.

DATA PROTECTION

The Data Protection Act 1998 ("the Act") sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application ("the information") will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

Signed:

Date:

UNDERTAKING

Please read and sign the following undertaking: I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated

Signed:

Date:

If you have not been contacted to attend an interview please respect that, on this occasion, you have not passed through the shortlisting criteria, but your information will be kept on file for 6 months and will be taken into consideration if further vacancies are required.

Please complete and return this form to recruitment@chigwellparishcouncil.gov.uk

COMPLAINTS PROCEDURE

If you have a complaint regarding the recruitment process, please write to the Clerk via email to clerk@chigwellparishcouncil.gov.uk . Any complaint will be investigated and a response provided within 28 working days.



6. EQUAL OPPORTUNITIES MONITORING

Chigwell Parish Council is striving for workplace equality and to do this collects data on the profile of job applicants and its workforce to support equality and inclusion. The data collected will enable the council to identify strategies and policies to ensure that no group of applicants or employees is adversely affected.

The information contained in this section will be treated in the strictest confidence and will only be accessed by authorised members for monitoring purposes.

The information collected is in line with the descriptions used in the current Census.

First Name:

Last Name:

Date of Birth:

Post Applied for:

Please add a tick in the relevant boxes below

Religion

Tick Box

No religion	
Christian (all denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion	
Prefer not to say	

Ethnic origin

White - English / Welsh / Scottish / Northern Irish / British	
White - Irish	
White - Gypsy or Irish Traveller	
White - Any other background	
Mixed - White and Black Caribbean	
Mixed - White and Black African	

Mixed - White and Asian	
Mixed - Any other multiple ethnic background	
Asian – British	
Asian - Indian	
Asian - Pakistani	
Asian - Bangladeshi	
Asian - Chinese	
Asian - Any other background	
Black - African	
Black - Caribbean	
Black - British	
Black - Any other background	
Other ethnic group - Arab	
Other ethnic group - Any other ethnic group	
Prefer not to say	

Nationality

See Appendix 1 below and add the relevant nationality	
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Sex identifier

Descriptions	
Female	
Male	
Gender fluid/gender queer/non-binary	
Prefer not to say	

Gender reassignment

Yes - I have gone through, or intend to go through, any part of a process to change my birth sex	
No – I have not gone through, or intend to go through, any part of a process to change my birth sex.	
Prefer not to say	

Sexual orientation

Heterosexual/straight	
Gay woman/lesbian	

Gay man	
Bisexual	
Prefer not to say	

Considered to have a disability

Disabled	
Not disabled	
Prefer not to say	
Please provide details of any adjustments/special requirements necessary to assist you should you be shortlisted for interview.	

Marital status

Civil partnership	
Married	
Separated	
Divorced	
Widowed	
Single	
Prefer not to say	

Appendix 1

Afghanistani	Chilian	Honduran
Albanian	Chinese/Tibetan	Hong Kong
Algerian	CIS (Commonwealth of Independent States)	Hungarian
American	Comoros	Icelandic
American Samoa	Congo	Indian
Andorran	Costa Rican	Indonesian
Angolan	Cote d'Ivoire	Iranian
Anguillan	Croatian	Iraqi
Antiguan/Barbudan	Cuban	Irish
Argentinian	Cypriot	Isle of Man
Armenian	Czech	Israeli
Australian	Danish	Italian
Austrian	Djibouti	Jamaican
Azerbaijani	Dominican	Japanese

Bahaman	Dominican Republic	Jordanian
Bahrainian	Dutch	Kampuchean
Bangladeshi	Ecuador/Galapagos	Kazakhstani
Barbadian	Egyptian	Kenyan
Belarus	El Salvadorian	Kiribati
Belgian	English	Kuwaiti
Belize	Equatorial Guinea	Kyrgyz Republic
Benin	Eritrean	Kyrgyzstani
Bermudan	Estonian	Laos
Bhutani	Ethiopian	Latvian
Bolivian	Falkland Islands	Lebanese
Bosnian	Fijian	Leeward Islander
Botswana	Finnish	Lesothan
Brazilian	French	Liberian
British (not Channel Islands or IOM)	French Overseas Territories	Libyan
British Antarctic Territory	Gabon	Liechtenstein
British Indian Ocean Territory	Gambian	Lithuanian
British Virgin Islands	Georgian	Luxembourg
Brunei	German	Macao
Bulgarian	German (East)	Macedonian
Burkina-Faso	Ghanan	Madagascan
Burma	Gibraltarian	Malawese
Burundi	Greek	Malaysian
Cameroon	Greenland/Faroe Islands	Maldives
Canadian	Grenada	Mali
Cape Verde Islands	Guatemalan	Maltese
Cayman Islander	Guinea	Marshall Islander
Central African Republic	Guinea-Bissau	Mauritanian
Chad	Guyanese	Mauritius
Channel Islander	Haiti	Mayotte

Mexican	Slovakian	Yemeni
Micronesian	Slovenian	Zaire
Moldovan	Solomon Islander	Zambian
Monaco	Somali	Zimbabwean
Mongolian	South African	
Montserrat	South Georgia & the South Sandwich Islands	
Moroccan	South Korean	
Mozambiquan	Spanish	
Namibian	Sri Lankan	
Nauru	St Kitts and Nevis	
Nepalese	St Lucian	
Netherlands Antilles	St Vincent & the Grenadines	
New Guinea	Stateless	
New Zealander	Sudanese	
Nicaraguan	Surinamese	
Niger	Swazi	
Nigeria	Swedish	
North Korean	Swiss	
Northern Ireland	Syrian	
Norwegian	Taiwanese	
Omani	Tajikistani	
Pakistani	Tanzania	
Panamanian	Thai	
Paraguay	Togon	
Peruvian	Tongan	
Philippino	Trinidadian / Tobagan	
Pitcairn Islander	Tristan de Cunha	
Polish	Tunisian	
Portuguese	Turkish	
Prefer not to say	Turkmenistani	
Puerto Rican	Turks & Caicos Islands	
Qatari	Tuvalu	

Romanian	Ugandan
Russian	Ukrainian
Rwandan	United Arab Emirates
San Marino	Uruguay
Sao Tome & Principe	Uzbekistai
Saudi Arabian	Vanuatu
Scottish	Venezuelan
Senegalese	Vietnamese
Serbian	Welsh
Seychelles	West Indian
Sierra Leone	Westem Samoan
Singapore	Windward Islander