



Cranleigh Parish Council

JOB DESCRIPTION

JOB TITLE:	Deputy Grounds Manager
LOCATION:	Cranleigh Parish Council properties.
HOURS OF WORK:	37 hours per week Monday to Thursday 8.00am – 4.30pm (half hour lunch) Friday 8.00am – 1.00pm (some flexibility is required) Three months probationary period
SALARY SCALE:	SCP 24 – 29 £35,412 – 39,862
REPORTS TO:	Grounds Manager
CLOSING DATE:	Friday 12 June 2026

AIMS OF THE JOB

Cranleigh Parish Council seeks to appoint a Deputy Grounds Manager to support the Grounds Team. The role involves maintaining sports grounds and cemetery areas, assisting with team management, and deputising for the Grounds Manager when required. Office-based tasks such as record keeping and health & safety compliance are also part of the role.

MAIN TASKS AND DUTIES

Sports Ground Duties

- Prepare pitches: marking, mowing, aerating, fertilising.
- Maintain grounds: grass, hedges, pathways, fencing, landscaped areas.
- Operate tractors, mowers, line-markers, and tools.
- Conduct regular pitch inspections and liaise with users.
- Seasonal renovation: reseeding, turf maintenance, topdressing.
- Litter collection, bin clearance, minor repairs.
- Undertake safety inspections using digital tools.
- Direct contractors working on Council grounds.

Cemetery Duties

- Prepare graves and ashes plots to required standards.
- Support interments and funerals; assist visitors and funeral directors.
- Maintain burial records and plot identification.
- Conduct memorial stability checks.
- Grounds maintenance: grass cutting, strimming, pruning, hedge cutting, pond maintenance.
- Provide respectful and empathetic visitor support.

General Responsibilities

- Maintain and store equipment correctly.
- Equipment fault diagnosis and small repairs.
- Basic servicing of equipment.
- Report hazards and health & safety concerns.
- Work independently and collaboratively.
- Handle sensitive situations professionally.
- Comply with Council policies including health & safety and data protection.
- Ongoing Continuous Professional Development.
- Assist with wider council estate tasks as directed.

HEALTH AND SAFETY

- It is the responsibility of all employees to co-operate and assist in meeting the Parish Council objectives to provide a healthy and safe working environment. All staff have a duty to carry out their work with care for the health and safety of themselves and other people and to comply with the Parish Council Health & Safety Policies and procedures.
- Health & Safety and first aid Training will be offered to all staff for the benefit of both parties, it is expected that the post holder undertakes this training.
- The post holder must always abide by the Parish Council Code of Conduct.
- This job description is current at the date shown below. In consultation with the post holder, it is liable to variation by the Council and/or Council Clerk to reflect or anticipate changes required for Parish Council's development.

SAFEGUARDING CHILDREN

The Council is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. The successful candidate will be subject to a basic DBS check.

21 May 2026.