Toft Newton Parish Council

E-mail: clerk@toftnewtonparishcouncil.gov.uk
Website: https://toft-newton.parish.lincolnshire.gov.uk

Playground Warden

Contract:	Permanent upon satisfactory completion of a six-month probationary period.
Hours:	6.5 per month, to be used flexibly to suit the post holder and the needs of the Council.
Salary:	NJC scp 2 – 5, increases are awarded annually until the post holder reaches the top of the scale. 2025-26 rates: £12.65 p/h to £13.26 p/h (pay award pending).
Reporting to:	The Parish Council Clerk.

Main Purpose of Role

To carry out duties relating to the operation, security and cleanliness of Newtoft Park and other relevant locations, as agreed with the Council.

Main Duties and Responsibilities

To be responsible for / assist with the following tasks:

- Making regular patrols of Newtoft Park or other locations as agreed with the Parish Council Clerk, reporting any misuse of equipment or facilities to the Parish Council Clerk.
- Undertake weekly visual / physical inspections / risk assessments of play equipment and public realm street furniture in Newtoft Park, or agreed other relevant locations, reporting all maintenance issues and concerns to the Parish Council Clerk.
- To enforce park byelaws and security.
- Clearing of litter and other debris from Newtoft Park and cleaning the play equipment and public realm street furniture as required.
- Supporting Parish Council events in Newtoft Park.
- Top up the play grade bark chippings under the relevant play equipment at least once a year, or more frequently if / as required.
- Assist with moving rock salt / grit from Toft Newton Village Hall car park to the grit bins located around Newtoft in the late autumn.
- Assist with spreading rock salt in public spaces as required during the winter.
- Undertake weekly visual inspections of the Defibrillator located at Toft Newton Village Hall, reporting any defects to the Parish Council Clerk.

Special Conditions of the Post

- To undertake the duties of the Playground Warden role on a flexible basis, which may include some weekends or Bank Holiday working.

- To undertake any other duties required by the Parish Council, which are applicable to the grading and the nature of the post, and which do not change the general character of the duties, or the level of the responsibility entailed.

- To be available, subject to operational requirements, to undertake any relevant training courses as required.

- To take reasonable care for the health and safety of themselves and anyone else who may be affected by their work.

Contacts

During the performance of their duties the post-holder may come into contact with:

- Councillors, other Council employees and volunteers.

- Members of the public, users of Toft Newton Village Hall, Newtoft Social Club, the park and hirers of the football pitch, not limited to, but including Newtoft United team members and spectators.

- Contractors and suppliers, RoSPA PlaySafe, Local Authority or other regulatory Inspectors.

Person Specification

The Playground Warden will require the following skills and qualifications:

	Essential	Desirable
Customer service skills	✓	
Flexible approach to work	✓	
Ability to work outside, in various weather conditions	✓	
Knowledge and experience of risk assessments	✓	
Able to carry out the physical elements of the role, with appropriate personal, protective equipment	✓	
Ability to undertake minor repairs		✓
Health and Safety training		✓
Manual Handling training		✓
Routine Inspection of Children's Playground training		✓
Up to date (or willing to obtain) a Disclosure from the Disclosure and Barring Service		✓

Approved by the Personnel Committee on:	2nd July 2026
First review due:	September 2029
Then review:	Every three years