

Cemetery and Crematorium Operative

Closing date: 23rd June 2019

Interview date: 1st July 2019



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Applying For This Vacancy

Please read the information in this document before you complete your application form.

You will need to make clear in your application form:

- **Why you are interested in the position**
- **What relevant skills and experience you have (refer to the Job Description and Person Specification)**

Please complete the online application form in full as shortlisting will be based on the information provided on your application form.

Go to the job advert page and click on "Apply online". You will be asked to register before you can complete your online form. Tips on applying online can be found at:

<https://www.bracknell-forest.gov.uk/jobs/applying-job/tips-online-applications>

We will be in touch with you via your email address.

You can still access the job details/application pack and view your application form after the closing date by logging into your account. You can also check the status of your application (e.g. whether shortlisting has taken place) in the same way.

Any problems?

If you have any queries about your application, please contact the recruitment team at Recruitment@bracknell-forest.gov.uk.

If you experience any technical issues with your application, please contact the Jobsgopublic support team at support@jobsgopublic.com or call 0207 427 8250.

Our preferred method of application is online, but if you are unable to do this, please contact the recruitment team, as above.

Job Description

Department/Division: Delivery Directorate	Job Title: Cemetery & Crematorium Operative
Grade/Salary Range: BG-I £19,171 - £22,462	Location: Easthampstead Park Cemetery & Crematorium
Date: April 2019	

JOB PURPOSE

To ensure that all cremation, burials and ground maintenance needs are carried out in accordance with statutory regulatory requirements. To ensure all services are carried out in accordance with the instructions issued by the bereaved. To maintain cremators, emission monitoring/ancillary equipment and to record statutory data. To work with groundsman to maintain grounds in optimum condition. To operate and maintain, all grounds maintenance equipment. To take charge and co-ordinate all overflow parking within/outside of the grounds.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

This post is varied and requires working within the Crematory Team (learning the complete operation of the cremators and ancillary equipment and passing the Crematorium Technicians Proficiency Certificate CTTS). You will also work with our groundmen maintaining the grounds and all ground maintenance machinery. Your work will be split between the two operational sections and need decided by Cemetery & Crematorium Manager or Deputy. To be responsible when on duty for all overflow parking, working with staff/diary to ascertain need prior to demand where possible.

To be responsible to the Crematorium and Cemetery Manager.

MAIN DUTIES AND RESPONSIBILITIES

- 1 To carry out cremations in accordance with the Environmental Protection Act and the Guiding Principles of the Charter for the Bereaved or Code of Cremation practice.
- 2 Carry out programmed maintenance of cremators, emission monitoring and recording equipment and ancillary equipment in accordance with manufacturer's schedules.
- 3 Maintain statutory logs and records of all servicing, cremations completed and the performance of individual cremators.
- 4 To carry out administration relating to cremated remains/burials, ensuring all are correctly identified, sorted and disposed of in accordance with both the Cremation Regulations (1930) and Burial Law.
- 5 To scatter/witness and inter cremated remains in accordance with the instructions received. To carry out interments/burials when required.
- 6 To dig cremated remains plots in the cemetery. Ensure Cremated remains collection by family/ Funeral Director are carried out to strict Easthampstead Park Crematorium procedures.
- 7 To carry out cleaning, maintenance duties/ground maintenance duties in and around the crematorium complex including: mowing, pressure washing, litter picking, clearing of

flowers/tribute areas, maintain benches, replacement of plaques/memorials, installation of sanctum units, cleaning of crematory to set standard and schedule.

- 8 Operate CCTV; carry out security patrol and locking up of Easthampstead Park Crematorium and Cemetery.
- 9 To undertake horticultural/grounds maintenance work ensuring all tasks completed to a high standard, in all weather conditions, including: cutting grass, hedges, shrubs etc., Plant management care, weeding including weed spraying. Border care and maintenance including digging and planting. General ground management including sweeping and litter picking. Plant propagation, restocking and maintenance. Watering and management of beds and baskets.
- 10 To promote the good image of the Council and the Cemetery & Crematorium in any dealings with clients, members of the public at all times and deal appropriately with any requests.
- 11 To be responsible for the safe use and operational maintenance of all machinery, tools and other assets under their control and ensuring that the correct PPE and uniform are worn and used at all times. Monitoring and reporting defects, maintaining accurate records as required of activities, plant and machinery, vehicles etc.
- 12 Where required to drive and operate vehicles and to do so in accordance with the Council Drivers Handbook and manufacturers instruction manuals.
- 13 As and when required to clear snow and apply salt/snow melt.
- 14 To assist in the general maintenance of the facilities as may be required including headstone safety and general handyman type tasks.
- 15 To work in compliance with health, safety and welfare requirements at all times, having due regard to personal risk and the risk to others including any member of the public likely to be affected by the work and to report to the Cemetery and Crematorium Manager any work activity likely to give serious risk to personnel and/or public safety.

It should be noted that the above list of principal duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance.

SCOPE OF JOB (Budgetary/Resource control, Impact)

The post holder has a key role in assisting the Manager and Easthampstead Park Cemetery & Crematorium team in maintaining and improving the standards expected from the users of the premises. The position requires the post holder to be multi-tasked dealing with burials, cremations, ground maintenance and parking. There is also the need for a delicate balance of knowledge, awareness and understanding when dealing with mourners and visitors.

The post holder does not control any budget.

Person Specification

Job Title: Cemetery & Crematorium Operative	Department/Division: Delivery
Job Number:	Location: Easthampstead Park Cemetery & Crematorium

KEY CRITERIA		ESSENTIAL	DESIRABLE
Qualifications and Training		<ul style="list-style-type: none"> ▪ Educated to "O" level standard or equivalent ▪ Evidence of training in using and maintaining grounds maintenance plant and machinery, as required for the post 	<ul style="list-style-type: none"> ▪ Crematorium Technicians Proficiency Certificate (CTTS) ▪ NVQ level 2 in related subject ▪ NPTC in related Subject ▪ PA1 & PA6 (Spray Licence) ▪ IOSH Certificate or equivalent ▪ Chainsaw Licence ▪ First Aid Qualification
Competence Summary (Knowledge, abilities, skills, experience)		<ul style="list-style-type: none"> ▪ Knowledge of Health & Safety at Work Act and Regulations ▪ Knowledge and understating of all statutory and non-statutory documents relating to Burial and Cremation ▪ Experience of horticultural practice and ability to operate plant and machinery such as hedge cutters, trimmers, mowers and other grass cutting machinery ▪ Experience in a role involving substantial contact with the public and the delivery of a sensitive customer service 	<ul style="list-style-type: none"> ▪ Experience of working within a Burial, Cremation Authority or Funeral Industry ▪ Knowledge of the Code of Cremation Practice ▪ Knowledge of Environmental Protection Act 1990 ▪ Cemetery Operative Training Scheme (COTS) qualification ▪ Knowledge and understanding of the Environment Protection Act 1990 and subsequent current legislation

Work-related personal requirements	<ul style="list-style-type: none"> ▪ Knowledge and understanding of environmental issues and ability to understand and interpret statutory regulations ▪ Commitment to providing excellent customer services ▪ Excellent communication skills ▪ Confident and able to adapt behaviour to audience and situation ▪ Ability to demonstrate empathy and compassion when required ▪ Helpful, resourceful, flexible, friendly, sympathetic and understanding ▪ Good team player 	
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	<ul style="list-style-type: none"> ▪ Honest and reliable ▪ Good Time Keeper 	
Other Work Requirements	<ul style="list-style-type: none"> ▪ Flexible working arrangements to include early and late cover as well as some weekends or bank holidays ▪ Physically able to undertake cremation duties, grounds maintenance duties and to work outdoors in all weather conditions ▪ Able to use telephone/computer 	

About the Department

The following link takes you to more information about our Department:

<https://www.bracknell-forest.gov.uk/council-and-democracy/how-council-works/council-staff-and-departments>

Location

Easthampstead Park Cemetery and Crematorium

Learning and Development

It is important to us that you feel confident and able to do a good job. We actively encourage all employees to take up the wide variety of learning and development available. We use a formal appraisal process and electronic training needs analyses to identify skills gaps and personal development opportunities.

As well as face to face workshops, we support coaching and mentoring opportunities, secondments, project working and access to a range of e-learning.

Values and Behaviours

The council shares a set of values that we try to demonstrate in all that we do.

We are **Forward thinking** – we innovate, we plan, we focus on delivery.

We are **Open-minded** – we learn from what we do and are open to new ways of doing things.

We are **Respectful** of others – and treat them as we would wish to be treated ourselves.

We **Work together** as one Council, and we work together with partners and customers.

We are **Adaptable** - we embrace change, and we are flexible.

We are **Resilient** - we bounce back from setbacks and we find a way to carry on.

We are **Determined** – we have a “can do” attitude.

We show that we have these values in what we do, and how we do it.

It's important that we can learn and change; that we can find ways to solve problems; that we do the right things in the most cost-effective way; that we help to make things happen; that we are business-like in understanding risk, change and affordability; that we work well with others in a positive way.

If this sounds like the sort of people you'd like to work with, then we think we would like to work with you!

Staff Benefits

Please visit <https://www.bracknell-forest.gov.uk/jobs/working-council>

Terms and Conditions

Our Terms and Conditions are those of the National Joint Council for Local Government Services. The post will be offered as a permanent appointment subject to 1 month's notice on either side.

Offers of appointment are subject to right to work, satisfactory references, medical clearance and if applicable to the post, a Disclosure & Barring Service check. All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period.

Salary

The salary will be within the local Bracknell Grade BG-I. The grade range is £19,554-£22,642 ; the starting salary offered will depend on your experience.

Your salary will go up by one point in the grade each year until you reach the top of the grade.

There is also a local weighting of £609 per annum

Working Hours

Your normal working week is 37 hours per week. Shift pattern alternating between 7.30 and 8.30 am start. One weekend in three, share of bank Holidays , one week in 3 extra hour a day overtime

Although your normal working week will be 37 hours, we understand the importance of a healthy work and lifestyle balance for our staff. Our flexible working scheme will give you some flexibility in your working day.

Whether you have an appointment, are waiting for a delivery at home or wanting to go to your son or daughter's sports day – there are always occasions that arise that you don't want to miss and just wish you could come into work late/ early. Using the flexitime system, you can take time off without using your annual leave.

Naturally we always need to maintain adequate cover – so you'll need to check the situation with your manager.

Holidays

The annual holiday entitlement is 23 days plus bank holidays.

Annual holiday entitlement increases with length of service (4 extra days after 3 years continuous Local Government service).

To give you extra flexibility, you have the option of buying, selling or banking annual leave. By arrangement with your manager, you can buy or bank up to 10 days or sell up to 5 days (subject to making sure your leave days do not fall below 20 days per year). Pro rata for part time staff.

Pension

Bracknell Forest Council operates the Local Government Pension Scheme, which is a Career Average Re-evaluated Earnings (CARE) scheme, open to everyone up to the age of 75. Contributions depend on salary level, for example, a salary of £21,001 to £34,000pa contributes at 6.5%.

More About Applying

References

Please give the names and addresses of two people who will provide a reference. At least one should be from your current/last employer, but references from school/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or school/college they represent.

For posts in contact with children/young people or adults at risk employment references will not be accepted from relatives or people writing solely in the capacity of friends. However, your referees may include someone you know with standing in the community i.e. a teacher, vicar etc.

Working in the UK

You must be entitled to work in the UK before you can start work with us. If you have any doubt of your ability to work in the UK visit: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

Positive about people with a Disability



We are a Disability Symbol User and as such have made a commitment to guarantee an interview to all applicants with a disability who meet the essential criteria of the person specification.

To help us with our commitment to this guarantee, please indicate if you have a disability on your application form.

Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

Medical Questionnaire

You may be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant will be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

Rehabilitation of Offenders Act 1974

You are required to give details on the application form of all convictions, cautions, reprimands, orders and warnings, except 'spent' convictions. Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with us.

You must declare any unspent convictions, cautions, reprimands, orders and warnings. Please see below for details:

Sentence	Rehabilitation period This applies from the <u>end date</u> of the sentence
Custodial sentence of over 4 years or a public protection sentence	Never spent
Custodial sentence of over 2 ½ years up and including 4 years	7 years from the date upon which the sentence is completed
Custodial sentence of over 6 months but less than and including 2 ½ years	4 years from the date upon which the sentence is completed
Custodial sentence of 6 months or less	2 years from the date upon which the sentence is completed
Community Order / Youth Rehabilitation Order	1 year from the date the order was imposed
Fine	1 year from the date the fine was imposed
Absolute discharge	No rehabilitation period
Conditional discharge, bind over order, attendance centre order, hospital order, referral order	Period of order

To find out more about the recruitment of Ex-Offenders visit <https://www.bracknell-forest.gov.uk/jobs/applying-job/guidance-recruitment-ex-offenders>

What Happens Next To Your Application?

To find out more about the recruitment process please visit <https://www.bracknell-forest.gov.uk/jobs/applying-job/recruitment-process>