



SOUTHWATER PARISH COUNCIL

Beeson House, 26 Lintot Square,
Fairbank Road, Southwater,
West Sussex RH13 9LA

Post Title:	Litter Warden / Play Area Inspector
Salary:	£23,500 - £25,000 per annum (FTE - pro rata to part-time hours)
Pension:	NEST Pension Scheme
Hours:	12-20 Hours per week (Part-Time)
Location:	Beeson House, 26 Lintot Square, Southwater, W. Sussex RH13 9LA
Responsible to:	Executive Officer and Responsible Finance Officer
Responsible for:	n/a
Annual Leave:	Starts from 24 days per annum (pro rata) plus bank holidays

Job Summary – The primary role of the Litter Warden / Play Area Inspector is to ensure the cleanliness and safety of Southwater Parish Council’s designated outdoor spaces, contributing to the Parish’s environmental standards. Key activities include litter picking, regular inspections of play areas, and reporting hazards to the Operations Officer or Line Manager.

Functional Relationships – Parish office personnel, contractors, council members, and the public.

KEY ACTIVITIES

LITTER AND PLAY AREA MAINTENANCE

- Perform regular litter picking in designated Parish areas, ensuring spaces are free of all litter.
- Remove litter around manholes to prevent flooding.
- Perform sweeping duties within designated areas as required by the Line Manager.

PLAY AREA INSPECTIONS

- Conduct weekly inspections of play areas, multi-user-games-areas, and skate parks, monitor safety, and record findings to the Operations Officer, and/or as required by the Line Manager.

REPORTING AND SAFETY

- Provide general visual reports to the Operations Officer or Line Manager of the Council’s assets including but not limited to Play Areas, Bins, Bus Shelters, Benches, Open Spaces, War Memorial.
- Report larger items of refuse that cannot be removed independently to the Line Manager.
- Immediately inform the Line Manager of any obstacles, hazards, or materials that pose a risk to public safety.
- Ensure any accidents or health and safety concerns are reported promptly to the Line Manager.

HEALTH AND SAFETY COMPLIANCE

- Follow all guidelines of the Health & Safety at Work Act and the Parish Council’s Health & Safety Policy.
- Maintain safe practices to ensure the well-being of oneself, colleagues, and the public.
- Comply with all relevant Acts, regulations, or procedures as directed.

- Conduct legionella water checks.

ADDITIONAL RESPONSIBILITIES

- Support Council events, civic functions, receptions and community initiatives as needed.
- Assist with reviews of tree-related planning applications, providing reports as required.
- Assist with flag management at the War Memorial, following the office-provided schedule.
- Perform additional duties reasonably required by the Executive Officer that align with the responsibilities and grade of this post.
- The Council reserves the right to adjust this job description, after consultation, to reflect role changes without altering the general nature or responsibility level of the post.

TRAINING/QUALIFICATIONS

- Undertake training as directed by the Executive Officer, to ensure continued compliance and proficiency in required duties.
- Undertake play area inspection training.