



# **LOUTH TOWN COUNCIL**

## **APPLICATION PACK – FOREMAN / CEMETERY SUPERINTENDENT**

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# **1. LOUTH TOWN COUNCIL HISTORY**

## **The Council**

Is comprised of 21 councillors representing 7 wards. The next elections are in May 2027.

It has offices, storage space and a car park in the Town centre, known as The Sessions House. This is a former Magistrates Court. The parish notice board is also located here, a freestanding flag pole and wall mounted flag pole.

The Council is managed by the Town Clerk, assisted by 2 full time maintenance staff and two part-time office staff.

## **Louth Town Council Services**

The Town Council also provide the following:

Allotment sites which are managed by the Louth Cottage Gardens and Allotments Society,

London Road Cemetery a 23 acre site where there are currently approximately 60 burials a year with a mix between full burials and cremated remains. There are also two chapels on the site which has a wildlife theme encouraging birds and bats, an orchard and two meadow areas to enhance the facility and encourage members of the public to visit.

Hubbard's Hills, on the western edge of the town this is a quiet wooded valley through which meanders the river Lud. It is considered one of the gems of Louth.

The Town Council also has responsibility for the War Memorial and organises Remembrance events throughout the year, a noticeboard located on the corner of Queen Street and Aswell Street, planters, some benches, some bins, some bus shelters in the town and 3 mobile interactive speed signs. It is responsible for the CCTV in the town centre. It owns Julian Bower field which is currently let for grazing and other buildings in the town which require periodic visits/attention. The Council's pool vehicle is available for use and must be maintained as appropriate.

The Sessions House is home to many Town Worthy Art Works including Browns Panorama, and is used for Louth Town Council meetings and a base for working groups.

Louth Town Council also provides the Christmas Tree, Crib and Lights in the Town and assists in the Switch On ceremony.

The Council meets on average 21 times a year to discuss operational issues and is a statutory consultee for principal authorities and planning applications.

You are advised to visit our website [www.louthtowncouncil.gov.uk](http://www.louthtowncouncil.gov.uk) for further information.

## **2. APPLICATION PROCESS**

The application and your covering letter should be placed in a sealed envelope marked *“private and confidential - Application for **Foreman/Cemetery Superintendent post**”* This envelope should then be placed in another envelope for posting or hand delivery to :

The Town Clerk  
Louth Town Council  
The Sessions House  
Eastgate  
Louth  
LN11 9AJ

You must include in your application information which:

- Sets out how you meet the person specification
- Gives clear examples of your previous achievements which link directly to the areas of responsibility in this post

### **A CV is not required.**

Your application must be returned by post no later than noon on Wednesday 15<sup>th</sup> October 2025.

Canvassing of any Member or Officer involved in the selection process will disqualify you from being appointed.

If you would like further information before submitting your application please contact the Town Clerk, for an informal discussion on 01507 355895.

### **3. SELECTION PROCESS**

#### **Interview**

Selected candidates will be required to attend an interview at a time to be allocated individually. The interview will last up to an hour.

#### **References**

Formal references will be taken up following an offer of employment.

#### **Disabled Candidates**

Any candidate who is disabled should please contact the Town Clerk, in confidence so that reasonable adjustments can be made to the recruitment process.

## **4. JOB DESCRIPTION**

### **Maintenance Foreman/Cemetery Supervisor**

**Reports to:** Town Clerk

**Responsible for:** Maintenance Assistant / Cemetery Assistant

**Salary Range:** NJC Scale Point 13 to 23 - Dependent upon experience – Fixed Point

**Hours of Work:** 37 Hours per Week

**Main Purpose:** To be responsible for duties associated with the burial of the dead and cremated remains within the cemetery and maintenance of other land and assets of Louth Town Council.

**Main Activities** (this is not intended to be an exhaustive list):

1. To carry out duties in a safe manner and in accordance with the Council's methods of work.
2. To maintain good relationships with clergy, funeral directors, other staff, mourners and visitors to the cemetery and preserve an appropriate and dignified attitude at all times.
3. To supervise and be responsible for the work of the Cemetery/Maintenance Team, Enforced Volunteers and Contractors.
4. To liaise with Funeral Directors, Ministers of Religion and Memorial Masons and provide them with information, assistance and direction as necessary.
5. To assist members of the public with grave and memorial identification and other queries, in a sensitive and appropriate manner.
6. To ensure graves are excavated observing good practice and all prescribed Health and Safety practices.
7. To mark and prepare graves for funeral services in accordance with Council procedures including the updating of associated cemetery records and forms.
8. Be responsible for ensuring the Council's burial duties and procedures are fulfilled
9. To ensure that the cemetery is maintained to the appropriate standard at all times.
10. To ensure that following funerals all grave filling and tidying is appropriately and sympathetically undertaken
11. To be responsible for machinery, plant and vehicles and ensure that equipment operates correctly and in accordance with Health and Safety Procedures
12. To supervise and undertake grass cutting, waste collection, path clearing, hedge cutting, cleaning, winter maintenance, inspections or any other required maintenance work in accordance with the Council's specifications and methods of work, at the cemetery or at other locations in and around Louth.
13. To monitor memorial stones (headstones, tablets etc) and the placing, recording and monitoring of memorials (plaques, vase blocks, etc.) as required. To liaise with Memorial Masons to ensure that memorial stones are correctly and safely placed and are in accordance with granted permissions.
14. To ensure toilet and other facilities are maintained in a clean and hygienic state liaising with cleaning contractor as required.
15. To supervise and carry out miscellaneous improvement works including but not limited to fencing, painting, plumbing, electrical repairs, mechanical repairs, carpentry, maintenance of benches, bus shelters and notice boards within the Cemetery,

Hubbard's Hills, Sessions House and at other locations owned by Louth Town Council.

16. To assist with installation of new appliances, fixtures and equipment as required.
17. To regularly inspect facilities, identify issues and perform necessary repairs/maintenance.
18. To maintain records as required including both written and computerised data.
19. To undertake training and gain certification as required by the job from time to time.
20. Drive Council vehicles
21. To assist as required with Town Council functions and events.
22. To participate in Performance, Review and Development meetings
23. To undertake any other duties as considered appropriate to the post, which may be assigned by the Town Clerk.
24. Due to the nature of this position, the post holder may be required to work occasional evenings/weekends and/or bank holidays sometimes at short notice.

**All employees will ensure that they;**

- Take care of their own safety and that of others.
- Ensure that products, plant, equipment, vehicles and buildings are not damaged, beyond expected wear and tear.
- Comply with health and safety procedures and instructions.
- Will not neglect, misuse, damage anything provided in the interest of health and safety.
- Assist by recording and reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Undergo any training or instruction to enable them to work competently and safely.
- Wear relevant protective clothing as provided.

## **5. PERSON SPECIFICATION FOR MAINTENANCE FOREMAN/CEMETERY SUPERVISOR**

<b>Heading</b>	<b>Essential</b>	<b>Desirable</b>
Experience	<ul style="list-style-type: none"> <li>• Supervising a similar maintenance/works team</li> <li>• Working outdoors throughout the year</li> <li>• Developing, implementing and following Health and Safety Procedures</li> <li>• Experience of using and maintaining mechanical grass/brush cutters/hedge cutters</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in cemeteries/public open spaces</li> <li>• Experience of grave digging</li> <li>• Experience of Meadow maintenance</li> <li>• Conservation</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Full driving licence</li> <li>• Supervision/management</li> <li>• Effective communication</li> <li>• Able to work effectively as part of a team</li> <li>• Knowledge/proficiency across a range of maintenance skills appropriate to the role.</li> <li>• Problem solving</li> <li>• Physical stamina</li> <li>• Communication</li> <li>• Initiative</li> <li>• Literate, Numerate and able to maintain records and complete written forms.</li> <li>• Able to use a computer</li> </ul>	<ul style="list-style-type: none"> <li>• Chain saw certificate</li> <li>• Horticultural knowledge</li> <li>• General building/mechanical skills</li> <li>• Cemetery qualification</li> </ul>
Qualities	<ul style="list-style-type: none"> <li>• Responsible, reliable, dependable and trustworthy</li> <li>• Smart and presentable when required (e.g. burials)</li> <li>• Flexible to the demands of the job including the willingness to work weekends when required</li> <li>• Self-motivated</li> <li>• Sympathetic to others and able to behave sensitively.</li> <li>• Willingness to learn and undertake training</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Able to give/follow instructions and procedures</li> <li>• Willingness to participate in public Council events</li> </ul>	



## **6. TERMS AND CONDITIONS**

### **Pay**

The salary range is NJC, spinal column point 13 to 23. Salaries increase in line with the annual increase negotiated by the National Joint Council for Local Government Services.

### **Contract**

The appointment is permanent and full time and is subject to the National Agreement on Salaries and Conditions of service of Local Councils in England and Wales 2004. There will be a six-month probationary period with three-monthly reviews.

### **Hours**

Whilst the basic working week is 37 hours per week, the post holder may be required to work reasonable additional or irregular hours as necessary to ensure the proper performance of the work of the post without additional payments being made, but time off in lieu is permitted.

### **Annual Leave**

<b>Holiday Entitlement</b>	<b>Days</b>
Annual leave on commencement of employment (22 days + 8 Bank Holidays)	30

### **Casual User Allowance**

The post holder is not required to use their own vehicle; however, it is a condition of appointment that the post holder maintains a current driving licence.

### **Notice**

The appointment is subject to one months' notice on either side.

### **Pension**

The postholder is eligible to join the Local Government Pension Scheme. Information on the LGPS will be provided to the successful candidate.

### **Political Restrictions**

Under the provisions of the Local Government and Housing Act 1989, the postholder will be subject to political restrictions. The postholder will be expected to maintain political neutrality in relation to the work of the Council.

## **Code of Conduct**

The post holder will be required to observe the requirements of the Council's Code of Conduct for employees and any national provisions in this respect. Any potential conflict of interest which arises during the course of employment should be brought to the attention of the Town / Parish Council and entered in the Register of Officers' Interests.

## **Criminal Convictions**

Failure to declare an unspent criminal conviction may lead to an appointment being terminated. The successful candidate must also disclose any subsequent conviction to the Town Clerk.

## **Pre – Employment Checks**

Any offer of employment will be subject to two satisfactory references being received (one from the present or previous employer) and a satisfactory medical check.

## **7. APPLICATION FORM**

### **JOB APPLICATION FORM GUIDANCE NOTES**

#### **Completing the application form**

- In addition to these Guidance Notes please read carefully the notes you will find at the various sections on the application form.
- Shortlisting will be based on information you provide on the application form. If you do not mention something we will not be able to take it into account when deciding who to see for interview.
- Read the Job Description and any other documentation you have been sent before completing the form. Tailor your responses to the job you are applying for.
- Include experience and achievements from any walk of your life. You could include evidence of knowledge and skills gained through voluntary work, involvement in community activities, managing a home and family, school / college and special interests as well as previous paid employment. Tell us about any unpaid work you do or any position of responsibility you hold, for example in a club, or organisation you belong to.
- Complete all the shaded sections where questions are posed. You may complete the form by hand (in black ink please to assist photocopying). Include extra sheets if there isn't enough room in the boxes provided.
- Due to the cost of postage, we do not send written confirmation of receipt of applications and if you have not heard from us within 21 days of the closing date you may assume your application has been unsuccessful.

**Louth Town Council is an equal opportunities employer.**

#### **Disability**

If you have indicated that you have a disability and provide evidence that you meet all the essential criteria (with any reasonable adjustments), you will be offered an interview as part of the Town Council's commitment to the employment of disabled people.

# Louth Town Council

The Sessions House, Eastgate,  
Louth, Lincolnshire, LN11 9AJ

01507 355895

[clerk@louthtowncouncil.gov.uk](mailto:clerk@louthtowncouncil.gov.uk)



## JOB APPLICATION FORM

Please return completed applications to:

Town Clerk  
Louth Town Council  
The Sessions House  
Eastgate  
Louth  
LN11 9AJ

You may email the application to [clerk@louthtowncouncil.gov.uk](mailto:clerk@louthtowncouncil.gov.uk) but will be required to sign a printed copy if selected for interview.

**NO LATER THAN** Noon on Wednesday 15<sup>th</sup> October 2025

**PLEASE READ THE ENCLOSED GUIDANCE NOTES BEFORE COMPLETING THIS FORM**

Job Title\*:

\* Please enter the title of the job you are applying for.

### Personal Details

Surname:	National Insurance No:
First Name and Title:	Home Tel. No:
Address:	Work Tel. No:
County:	E-mail Address:
Postcode:	

Do you have a current driving licence? **YES** ☐ **NO** ☐

(also see disability/health section below)

Give details of any penalties on your licence or convictions pending if driving is essential to the job:

Do you have a disability/long term illness? **YES** ☐ **NO** ☐

If YES, indicate here if you are aware of any adjustments that the Town Council could make to help you apply for or carry out the job:

Continue on separate sheet if required

If offered this position will you continue to work in any other capacity? **YES** ☐ **NO** ☐

**EDUCATIONAL QUALIFICATIONS AND TRAINING**  
You may be asked to provide evidence of qualifications obtained

<b>Secondary education (CSE, GCE, GCSE, RSA, A Levels etc., or equivalent)</b>			
Examination	Level	Subject(s)	Grade

<b>Further and Higher Education (Degree, Diploma, BTEC, City and Guilds, NVQ etc., or equivalent)</b>				
Institution	Full or Pt. Time	Qualification	Subject	Pass level or Grade

**Other relevant qualifications including membership of professional bodies (please include date achieved)**

**Relevant training and personal development** (state who provided training, dates undertaken and duration).  
Examples could include: short courses, skills training, external awards/activities, etc.

## CURRENT/LATEST EMPLOYMENT

Name and address of current/most recent employer:	Job title:  Current/latest salary and any benefits:  Weekly hours:  Date started employment:
Date of leaving (if relevant):	
Notice required:	Reason for leaving:
Main duties/responsibilities/achievements	

### References

References will be taken up prior to any formal offer of employment.

Please give the names and addresses of two people who would be willing to supply a reference about you, including your most recent employer (or teacher/tutor, where appropriate), who have known you during the past three years.

Please also state in what capacity they know you.

Name:	Name:
Address:	Address:
Tel. No:	Tel. No:
E-mail address:	E-mail address:
Relationship:	Relationship:
Organisation (if applicable):	Organisation (if applicable):

The information requested on this page may be provided on a separate sheet if preferred

### **WORK AND OTHER RELEVANT EXPERIENCE**

Please list below a complete record of other employments and include, if you wish, any voluntary activities either paid or unpaid. These should be in date order, starting with the most recent.

Name of organisation and nature of business	Dates/Job title/role with brief indication of main duties and responsibilities	Reason for leaving

..continue on separate sheet if required..

The information requested on this page may be provided on a separate sheet if preferred

### **ADDITIONAL INFORMATION**

**It is important that you provide evidence in this section of how you meet the Job Requirements.**

Tell us about your achievements and your level of responsibility. Include examples from paid or unpaid work or other activities you have undertaken that are relevant to the job you are applying for. Also include here information about why you want the job and anything else you wish to say. If you do not tell us we will not be able to select you.

Continue on a separate sheet if necessary



**You must complete all sections on this page**

## **Canvassing of Louth Town Councillors or senior employees**

Canvassing of Louth Town Councillors or employees of Louth Town Council, by or on behalf of yourself is strictly forbidden and may invalidate your application.

Indicate here if you are related to any Town Councillor or senior employee of Louth Council, giving their name.

Please state **NONE** if appropriate.

### **Criminal convictions**

Please give details of criminal convictions below. Unless stated otherwise, you do not need to declare convictions which are 'spent', as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations.

However, if you are applying for a job supervising, caring for or otherwise connected with people from the following list, **you must always declare any convictions and/or cautions for criminal offences**, even where they are 'spent'. For these purposes, this includes working with children, young and older people, those who are dependant on alcohol or drugs, and those with mental or physical disabilities, illness, injury or deformity, including people who are blind, deaf or without speech.

For certain posts, police checks will be required. If this is necessary, you will be asked to sign a separate authorisation.

Details of criminal convictions:

Please state **NONE** if appropriate.

### **Entitlement to work in the UK**

To comply with the Asylum and Immigration Act 1996 all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document (e.g. proof of NI number, passport etc). **Do not send these now.** Further information will be sent to you if you are selected.

**Do you require a work permit to work in the UK?** YES ☐ NO ☐

**If you already have a work permit, please give the expiry date:**

### **DECLARATION**

To the best of my knowledge, the information I have supplied on this form is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to my dismissal.

Signed:

Date:

### **For Office Use Only**

Give details below of reasons for non-selection related to person specification (please tick as appropriate)

Selection stage		Skills			Knowledge			Experience			Qualifications			Personal Qualities			Other
Invited for interview?																	
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>														
Offered job?																	
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>														
Please indicate if:		Appointed			Withdrew			Other									
Signed by Town Clerk:												Date:					

Key: U = Unsatisfactory

S = Satisfactory

G = Good

