**APPOINTMENT OF CEMETERY WARDEN**

**FOR**

**DATCHET CEMETERY**



DATCHET PARISH COUNCIL

Candidate Information & Application Pack

**Datchet parish council**

**1 Allen Way, Datchet, Berkshire, SL3 9HR**

**01753 773499**

**Clerk@datchetparishcouncil.gov.uk**

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**Job Description & Person Specification**

**Job Title:** Datchet Cemetery Warden

**Employer:** Datchet Parish Council

**Location:** Datchet Cemetery, Ditton Road, Datchet, SL3 9LS

**Overview:** Datchet Parish Council is seeking a dedicated Cemetery Warden for our historic cemetery on Ditton Road, which has served our community for over 125 years. This role is essential in ensuring the respectful operation and maintenance of the cemetery, which averages 12 burials per year and is currently preparing additional burial plots to support continued use for the next decade. Additionally, we aim to restore the Grade 2 listed chapel on-site to serve as a future community asset.

**Position Summary:** The Cemetery Warden will be responsible for overseeing weekly inspections of the cemetery, supervising burials and internments of cremated remains, and ensuring that memorial installations meet safety standards. The role also includes light grounds maintenance and participation in a mandatory memorial inspection every five years.

This is a fully outdoor position with no fixed working hours, though the role will require a flexible approach, particularly in accommodating the scheduling of burials, which predominantly occur from October to April. A typical burial may involve a commitment of up to 6 hours to manage all burial-related activities.

**Training:** Training will be provided for the successful candidate to ensure they are fully equipped to perform all tasks related to the role, including safety protocols, grounds maintenance, and the memorial inspection process.

**Key Responsibilities:**

* Oversee burials and supervise the grave digging and refilling process.
* Supervise the interment of cremated remains.
* Oversee and inspect the installation of memorials to ensure compliance with safety standards.
* Participate in the cemetery’s memorial safety inspection process, held every five years.
* Conduct weekly inspections of the cemetery grounds.
* Perform grounds maintenance, such as light gardening, pruning, spraying weed killer, clearing ivy/weeds, cutting overhanging vegetation, litter picking, bin emptying, and safety checks of benches, and basic handyperson work.
* Engage with the Parish Clerk and relevant council members regarding cemetery matters.

**Desirable Experience:**

* Background in groundskeeping, cemetery management, or a similar field.
* First aid, risk assessments, and manual handling training are highly desirable.
* Knowledge of grave digging procedures and operation of grounds keeping equipment
* Strong record-keeping skills, with IT proficiency to manage cemetery records.
* Compassionate communication skills, attention to detail, and problem-solving abilities.

**Qualifications and Personal Qualities:**

* High reliability, flexibility, and a resilient disposition to manage ongoing interaction with bereavement and funeral processes.
* Familiarity with the funeral or cemetery services industry is an asset.
* Strong organizational and observational skills, with attention to detail in grounds maintenance.
* Willingness to travel for required training courses.

**Working Hours and Requirements:** The role is expected to involve approximately 364 hours per year, with peak attendance from October to April. The role requires a high degree of flexibility due to the nature of burials, as some services may involve large gatherings and extended hours outdoors, potentially in adverse weather conditions.

**Salary:** £5,489.12 per annum (LC1, SCP 15), based on approximately 364 hours per year.

**Hourly Rate:** £15.08

**Main place of work**: **Main Place of Work:** Datchet Cemetery (primary location) and Datchet Parish Office (for administrative work).

**To Apply:** Please submit your application to Datchet Parish Council, including your CV

***(Application form available at the end of this pack)***

Please return this completed form to: The Clerk
Datchet Parish Council,

1 Allen Way, Datchet, Slough. SL3 9HR.

Or via email: - clerk@datchetparishcouncil.gov.uk

For queries, contact 01753 773499

**Datchet Cemetery, Ditton Road, Datchet, SL3 9LS**

Datchet Cemetery, located on Ditton Road, has been an essential part of the Datchet community for over 125 years. This historic burial ground reflects the village's growth, societal changes, and the traditions of its residents. It continues to serve as a peaceful resting place and a testament to the heritage of Datchet.

It was established in the late 19th century to meet the needs of the growing village population. As the churchyard in St Marys Church reached capacity, the community identified the need for a dedicated burial site. 1894 some suitable land in Ditton Road was donated by Charlotte Anne Dowager Duchess of Buccleuch and Queensberry, who lived at Ditton Park. Her family were Lords of the Manor of Datchet.

Mrs Mary Ann Clarke (of The Lawn, Datchet) made *"a most munificent offer"* to pay for a Cemetery Chapel to be built, but on condition that it was only used for Church of England services. In 1895 Mr Summerbill was appointed as Architect for the Chapel, and Mr Bampfylde's tender was accepted as Builder. Although the plans had been organised by a committee appointed by the Parish Church Authorities, in 1896 a Datchet Parish Council took over the responsibility for the new Cemetery.

The cemetery’s design was influenced by the Victorian-era tradition of creating serene and reflective spaces for mourning. Tree-lined pathways and carefully arranged sections were integral to the layout, emphasizing beauty and tranquillity.

**The Grade II Listed Chapel**
At the heart of the cemetery stands a Grade II listed chapel, an impressive example of Victorian funerary architecture. Originally intended as a place for funeral services and a symbol of the community's respect for its departed, the chapel was only in use until 1958. However, there are plans to restore it as a valuable community asset, ensuring its historical significance is preserved for future generations.

**The Grade II Listed Cemetery Lodge & Mortuary Store**

Cemetery Lodge and the Mortuary Store, located at 38 Ditton Road, Datchet, within cemetery grounds is a Grade II listed building, which signifies its historical and architectural importance. Built in the late 19th century.

**War Graves**

There are at least 15 graves in Ditton Road cemetery of servicemen who served in WWI and WWII.

**Community and Usage**
For more than a century, Datchet Cemetery has served as the final resting place for many local families, reflecting the diverse history of the area. With an average of 12 burials per year, the cemetery has maintained a balance between tradition and practicality.

The site has evolved to accommodate the needs of modern burial practices, including areas for cremated remains. Recent preparations for additional burial plots ensure the cemetery remains a viable option for the community for the next decade.

**Memorials and Maintenance**
Datchet Cemetery hosts a variety of memorials, from modest headstones to more elaborate monuments, showcasing changing styles and customs over time. Regular safety inspections and maintenance ensure that these memorials remain safe and respectful for visitors.

The cemetery's upkeep has always been a priority, with regular groundskeeping preserving its serene environment. The commitment to maintaining the cemetery reflects the community's dedication to honouring its past.

**Future Developments**
Looking ahead, Datchet Parish Council is focusing on maintaining the cemetery’s historical character while preparing for the future. Key plans include:

* Restoring the chapel to serve as a multi-purpose community space.
* Creating additional burial plots to extend the cemetery's operational capacity.
* Continuing regular memorial safety inspections and grounds maintenance to uphold standards.

Datchet Cemetery on Ditton Road is more than a burial ground; it is a vital part of the village’s heritage. Its history reflects the values and traditions of Datchet, while its future promises to honour and preserve this legacy for generations to come. Through careful stewardship and community engagement, Datchet Cemetery will remain a place of peace, remembrance, and historical significance.

*Source: Historic Churches of Buckinghamshire & Historic England, Datchet Village Society*

**Application for Employment**

Please complete clearly, continuing on separate sheets if necessary.

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| Role applied for:        |       |

1. PERSONAL DETAILS

|  |  |
| --- | --- |
| First name/s:        | Last name:       |
| Address:       | Telephone number:       |
|         | Daytime:       |
|        | Evening:       |
|        | Mobile:       |
| Postcode:       | Email address:       |

2. EMPLOYMENT HISTORY - Present or most recent employment

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| --- | --- |
| Name of employer:       |  |
| Job title:       |  |
| Salary: |  |
| Dates from / to:       |  |
| Period of notice / date available to start:       |  |
| Key responsibilities:       |  |

Reason for seeking new position/leaving:

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|       |

3. PREVIOUS EMPLOYMENT

**Please start with the most recent** *including any unpaid or voluntary work. Continue on separate sheet if necessary.*

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| --- | --- | --- | --- | --- |
| Job title and brief outline of duties | Name and address of employer | DatesFrom – tomth & year) | Final Salary | Reason for leaving |
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Please give details and an explanation for any gaps in your employment history:

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4. EDUCATION, TRAINING AND DEVELOPMENT

**Secondary school/college/university/apprenticeship** *including current studies, with the most recent first.*

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| --- | --- | --- | --- |
| Name of institution | Full/part-time | Courses/subjects taken | Qualifications/grade |
|       |       |        |       |
|       |       |       |       |
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*NB. We reserve the right to contact employers or educational establishments to verify details given.*

**Details of any relevant learning and development.** Please include dates.

(e.g. short courses, first aid, computer skills, work-based NVQ etc., and any current courses.)

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|   |

**Professional / Technical membership**

|  |  |
| --- | --- |
| Name of professional / technical body | Grade of membership |
|       |       |
|       |       |

5. SUPPORTING STATEMENT

Please read the job description and person specification. Using examples, show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible. Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

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***Please continue on a separate sheet if necessary.***

6. ADDITIONAL INFORMATION

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Disability Discrimination Act defines a person as having a disability if he or she has,” a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”.

Do you have a disability? Yes No

We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job.

Are you eligible to work in the UK? Yes No

Do you require a work permit? Yes No

Do you, your partner or family have any interests (financial, professional, other)

 that may conflict with Datchet Parish Council employment? Yes No

(If yes, attach details)

Are you related to an elected Member of the Parish Council? Yes No

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| If yes, give name and relationship:       |

**Note:** Soliciting support or information to give an unfair advantage may disqualify your application.

Have you ever been convicted of a criminal offence? Please delete as appropriate. Yes No

Declaration subject to the Rehabilitation of Offenders Act 1974

If YES, please give details:

7. REFERENCES

Please give details of two referees, one of whom should be your most recent employer. If you are in employment, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post. If a post requires additional references this will be detailed in the application pack.

**References may be taken up before an interview or offer of employment, unless you request otherwise.**

|  |  |
| --- | --- |
| Name:       | Name:       |
| Address:        | Address:        |
| Tel no:       | Tel no:       |
| Email:       | Email:       |
| Occupation/Relationship:       | Occupation/Relationship:       |
| How long have they known you?       | How long have they known you?       |
| I agree to this reference being taken up before an interviewor offer of employment being made: Yes No  | I agree to this reference being taken up before an interviewor offer of employment being made: Yes No  |

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the Council under the Data Protection Act.  I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.

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| --- | --- |
| Signature:    |  Date:       |

Where did you see the advertisement for this post?

 **DATA PROTECTION ACT 2018.**

* INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR PURPOSES REGISTERED BY THE COUNCIL UNDER DATA PROTECTION LEGISLATION.
* INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY THE COUNCIL.
* THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL OBLIGATION TO DO SO.
* INFORMATION HELD ABOUT UNSUCCESSFUL CANDIDATES WILL BE DESTROYED AFTER 6 MONTHS.

**SUBMISSION INSTRUCTIONS**

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