

# STAFF VACANCY

## ASSISTANT CLERK

**Part-Time: 20 Hours per week**

### **The Post-Holder will support the Clerk to the Council:**

The role includes preparing agendas, minutes and correspondence, organising parish events e.g. Carol Service, assisting with the management of financial records, receipts and payments. Applicants should be familiar with and competent in the use of PAYE (RTI) and financial procedures; have good IT skills (Word, Excel etc).

Good communication and numeracy skills are vital, as is a large degree of tact, diplomacy and flexibility in dealing with members of the public and other organisations. The applicant should have experience in an environment that involves organising meetings and following procedures. An understanding of local government would be useful and the post-holder must be prepared to work towards a relevant CiLCA qualification (if not already qualified).

The post-holder will be required to undertake the Clerk's Induction Course (if not already taken) and to deputise for the Clerk in his absence.

NJC Pay Scales: 18 (£9.01) – 23 (£10.60)

Applications can be obtained from the Parish Council website: [www.somercotesparishcouncil.co.uk](http://www.somercotesparishcouncil.co.uk) or by request an application pack from the council: [somercotespc@btconnect.com](mailto:somercotespc@btconnect.com) or collect an application from the Parish Council Office at the Village Hall, Nottingham Road, Somercotes.

Interviews will take place within 2 weeks of the application closing date: Friday, 11th April 2014

The vacancy is at the end of June 2014, but may become available earlier. Appropriate Training will be given, if required.

## **JOB DESCRIPTION**

**Post Title:**                    **Assistant Clerk / Administrator to the Council**

**Responsible for:**        The administration of the Somercotes Parish Council

**Responsible to:**        The Clerk to the Parish Council

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### **Main Job Purpose**

- To provide administrative support to the Parish Council and Clerk to the Parish Council;
- To help establish and then maintain efficient administrative systems for the Council;
- To deputise for the Clerk in his absence and provide the necessary administrative support and keep up to date financial records during his absence to ensure the smooth running of the Council.

### **Key Responsibilities**

- Word processing of documents, including correspondence, reports, minutes, newsletter items, publicity leaflets etc;
- Database and spreadsheet (including Excel) work to produce mailing lists, financial records, Council Records and documentation, monitoring reports etc;
- Take and prepare minutes of meetings as directed and prepare action lists, routine correspondence etc;
- Make all necessary practical arrangements for meetings of the Parish Council working with the Clerk to the Council;
- Introduce and maintain appropriate office systems, including filing, correspondence logging, records of activities, meeting Data Protection requirements etc.
- Day-to-day office duties such as secretary, photocopying, faxing, mail distribution, filings, keeping correspondence records, dealing with telephone enquiries, e-mails etc;
- Assisting the Caretaker with the hall room booking system for the Parish Hall
- Administer ordering and payments systems relating to the day-to-day supply of goods and services to the Council and keep appropriate records, including a petty cash system.
- Supporting the Clerk/RFO to keep the Financial Records (on computer and / or paper records) up to date.
- Administer and assist the Clerk to the Council in the provision of the Council payroll & HMRC documentation / computer records.
- Administer invoicing and receipt systems relating to the Council's services working with the Clerk to the Council and assisting the Parish Hall Caretaker with the Parish Hall with her booking system;
- Organise, oversee and help to provide the Council Office with information display services for the Council and the public.

- Devise and prepare publicity material for the Council and the Parish Hall facilities and promote its activities;
- Assist in opening, securing and maintaining the building (Parish Hall);
- Perform all duties in a way that promotes equal opportunities;
- Undertake such other duties as may reasonably be expected in relationship to the benefit of the Council, including deputising for the day-to-day duties of the Clerk to the Council in his absence.
- Follow all Health & Safety policies and procedures at the Council and the Parish Hall.

#### **Health & Safety**

- You will be expected to familiarise yourself with all the requirements in relation to health and safety issues related to your duties. Any necessary training, which is considered appropriate will be arranged and provided to you as soon as possible. You should not try to carry out unfamiliar procedures until relevant training has been provided. Please make sure you read all the relevant H&S information provided to you in preparation for your work.

**CONFIDENTIAL**

**SOMERCOTES PARISH COUNCIL  
Employment Application**

**Post Applied for:** Assistant Clerk to the Council  
**Closing date:** 5pm, on 11<sup>h</sup> April 2014

**Notes for Applicants:**

1. Before completing this application, please read the information pack which came with this form.
2. Please complete ALL sections in black ink or type and return to: **Mr G R Blackmore, Clerk to the Council, Somercotes Parish Council, Somercotes Parish Hall, Nottingham Road, Somercotes, Alfreton, Derbyshire DE55 4LY** or e-mail to [somercotespc@btconnect.com](mailto:somercotespc@btconnect.com) before the closing date and time shown above.
3. A CV alone will not be accepted
4. In the interest of economy, receipt of your application will not be acknowledged unless you enclose a stamped addressed envelope.

**PERSONAL INFORMATION**

**SURNAME:**

**FORENAMES(S)**

**ADDRESS:**

**POST CODE:**

**TELEPHONE NUMBER (DAY/WORK):**

**TELEPHONE NUMBER (EVENING):**

**E-MAIL ADDRESS:**

May we contact you at work, with discretion?      **YES**       **NO**

Do you have any special requirements which we can help you with in order to make the application process easier for you?

National Insurance Number

Do you require a work permit?

Where did you hear about this vacancy?

Are you related to or personally connected with any Councillor or staff member of the Council  
**YES / NO**

REF NO:

(Council's Use Only)

**EMPLOYMENT RECORD - CURRENT EMPLOYMENT**

Please give details of your current employment

EMPLOYER'S NAME AND NATURE OF BUSINESS	POSITION HELD AND MAIN RESPONSIBILITIES	YEARS/ MONTHS IN THE JOB

**EMPLOYMENT RECORD - PREVIOUS EMPLOYMENT**

Please give details of your previous employment, explaining any periods of unemployment

EMPLOYER'S NAME AND NATURE OF BUSINESS	POSITION HELD AND MAIN RESPONSIBILITIES	YEARS/ MONTHS IN THE JOB	REASON FOR LEAVING

Continue on a separate sheet if necessary



## STATEMENT OF APPLICATION

In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this role (as outlined in the Person Specification). You should draw on your experiences from your current and previous roles or from other relevant situations (such as activities outside work)

Continue on a separate sheet if necessary

## GENERAL INFORMATION

If appointed, would you propose to continue with your current employment (if applicable)?	
Notice requirement (if applicable)	
If you are related to any Elected Member of the Parish Council, please give their name and your relationship to them.	
NOTE: Canvassing of any Member of the Parish Council will result in disqualification	
Do you possess a current driving licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please state which type of licence is held:	
Do you own or have access to a car/motorcycle?	YES <input type="checkbox"/> NO <input type="checkbox"/>

## REFERENCES

Please give details of two referees, **one of whom should be your current/last employer.**

Name:	Name:
Job Title:	Job Title:
Address:	Address:
Telephone Number:	Telephone Number:
E-mail:	E-mail:
Note: We will not contact your referees prior to an offer of employment	

## CRIMINAL CONVICTIONS

Please give details of any conviction, other than those which are 'spent' under the provisions of the Rehabilitation of Offenders Act 1974. Failure to disclose such convictions could result in dismissal. Any information given will be treated in the strictest confidence.



## DECLARATION

**Note:** Any appointment offered will be on the basis of your application and interview. The Parish Council reserves the right to terminate your employment without notice in the event it is discovered that the information provided was not accurate in some material way.

I confirm that the information given on this form is true and accurate to the best of my knowledge. I have read and understood all the questions on this form. I understand that under legislation for a Criminal Records Bureau Disclosure, I may be asked to agree to a check being made by the Criminal Records Bureau about the existence and content of a criminal record. All of these details can be treated as part of my subsequent Contract of Employment.

*I understand that the appointment may be subject to a satisfactory medical examination, references and CRB clearance if relevant.*

Signed:

Date:

(Note: if this form is sent electronically you will be required to sign it, if you are shortlisted, at the interview)