



## **GENERAL REQUIREMENTS** **TOWN CLERK**

### **Salary**

The starting salary will be awarded on a spot point on a scale between £39,782 - £43,662 based upon experience. Pay awards whilst in post will be subject to satisfactory performance.

### **Terms and Conditions**

The appointment will be subject to the terms and conditions laid down in Ferndown Town Council's contract of employment.

### **Annual Leave**

The post attracts an annual leave entitlement of 22 days per year plus public holidays.

Holiday entitlement increases to 23 days for 3 years' service and 25 days for 5 years' service.

### **Hours of Work**

Hours of work are 37 hours per week. The post holder will be expected to be available to attend evening meetings. A scheme of flexible working hours is in operation.

### **Pensions**

We will automatically enrol you into the Council's adopted Workplace Pension Scheme after you have been employed by us for three months. Within a month of being enrolled in the Scheme, you can send us an opt-out form if you do not wish to be in the Scheme. If you do not opt out, we will deduct your contributions to the pension scheme from what we pay you. Current details of the Scheme and your rights relating to it, and of your and our contributions, will be provided to you separately by the pension provider.

## **Sick Pay Entitlement**

When absent from duty owing to sickness or injury (which term is deemed to include injury or other incapability or disability) you will be entitled to receive an allowance in accordance with the following scale:

First 6 months of employment	Unpaid for three working days. Statutory Sick Pay thereafter.
After six months' probationary period	up to one week's full pay
after 2nd - year of service	up to 2 weeks' full pay.
after 3rd - year of service and beyond	up to 3 weeks' full pay.

Once these timescales are exhausted, the employee will be entitled to Statutory Sick Pay (SSP).

## **Medical Fitness**

The person appointed will be required to complete a confidential medical declaration form and the appointment may be dependant on the issue of a satisfactory report from the Organisation's medical adviser if necessary.

## **Probationary Period**

The appointment is subject to a six month probationary period.

## **Notice to Terminate Employment**

The postholder is required to give three months' notice of the termination of their employment. The minimum period of notice to which the postholder is entitled is three months.

## **Travel**

The normal duties of your post will involve travel on a regular basis within the region which will require the provision of a car, for those journeys where public transport is unavailable or impractical. You will be reimbursed business mileage at the prevailing HMRC rates of 45p for the first 10,000 miles and 25p thereafter.

## **Interview Date**

Interviews will be held on 14 and 15 October 2019. Reasonable travel expenses will be paid.

## **Equal Opportunities Policy Statement**

Ferndown Town Council is fully committed to the development of policies to promote equal opportunity employment. Ferndown Town Council's equalities policy aims to ensure that no job applicant or employee receives less favourable treatment on the

grounds of age, disability, gender, marriage/civil partnership, pregnancy and maternity, gender reassignment, sexual orientation, race (including ethnic origin, colour, nationality and national origin), religion or belief.

Ferndown Town Council believes that this policy will ensure that the talents and resources of its employees and potential employees will be utilised to the full.