

Mrs L. A. Ruff
Clerk of the Council
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GENERAL REQUIREMENTS

CLERK AND RESPONSIBLE FINANCIAL OFFICER

SALARY

The post is full time. The salary will be on national salary scale SCP 36 - £42,503.

TERMS AND CONDITIONS

The appointment is permanent. The appointment will be subject to the terms and conditions laid down in the NJC for Local Government Services as supplemented by local agreements and by the rules of the organisation.

ANNUAL LEAVE

The post attracts an annual leave entitlement of 25 days per year plus public holidays.

WORKING HOURS

Preferred hours of work are 37 hours per week including evening meetings and occasional weekend work. This will be flexible and managed by the post holder to ensure effective delivery.

PENSIONS

Street Parish Council is an “Admitted Body” to the Local Government Pension Scheme.

MEDICAL FITNESS

The person appointed will be required to complete a confidential medical declaration form and the appointment may be dependent 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 post holder is required to give one months' notice of the termination of their employment. The minimum period of notice to which the post holder is entitled to is one month, increasing after four years' service by one week for every subsequent year up to a maximum of 12 weeks.

TRAVEL

The normal duties of the post will involve travel on a regular basis within the region to locations where public transport is not always available. Therefore, the applicant must have the ability to travel and will be reimbursed business mileage at 45p per mile for the first 10,000 miles.

INTERVIEW DATE

Interviews will be held on Thursday, 12th January, 2023. Reasonable travel expenses will be paid.

EQUAL OPPORTUNITIES POLICY STATEMENT

Street Parish Council is fully committed to the development of policies to promote equal opportunity employment. Street Parish Council's equal opportunity policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, marriage/civil partnership, pregnancy and maternity, disability, race (including ethnic origin, colour, nationality and national origin), religion or belief, age or sexual orientation.

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