



**ST STEPHEN PARISH COUNCIL**  
**APPOINTMENT OF ASSISTANT CLERK**  
**(FULL-TIME)**  
**RECRUITMENT HANDOUT**

**1. INTRODUCTION**

Thank you for responding to the Parish Council's advertisement for the above post.

We hope that you find the information in this Recruitment Handout interesting and helpful for you in deciding to apply. It is intended to supplement the advert, job description and person specification but does not form part of any subsequent contract of employment. The information is arranged as follows:-

- profile of the Parish Council
- role of the Assistant Clerk
- key terms and conditions of employment
- application and selection process.

We are also enclosing the following documents with the Handout:-

- two versions of the application form so you may apply by email or post; and
- an Equality Monitoring Information form.

If you have any questions on anything in this Handout, the role, recruitment process and selection arrangements and/or just require any further information before applying, please contact :-

- Susan Hake, Parish Clerk at [clerk@ststephen-pc.gov.uk](mailto:clerk@ststephen-pc.gov.uk) or call 01923 681443

If as a result of a disability or impairment you would like us to make any special arrangements concerning the completion of your application form or attending an interview please let us know.

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**2. PROFILE OF THE PARISH COUNCIL**

Parish and Town Councils are part of Local Government in Hertfordshire together with Hertfordshire County Council and District/ Borough councils. The County Council is responsible for strategic services such as highways, education, libraries, social services, strategic planning and refuse disposal. District Councils are responsible for local services including housing, local planning and refuse collection.

Parish and Town Councils are often viewed as the part of government closest to the people. They are the only local government tier that represents residents directly at Parish and Town level. Importantly Parish and Town Councils can “precept” – raising a council tax each year to improve local facilities and services for the community.

St Stephen Parish Council is currently responsible within the Parish area which covers Bricket Wood, Chiswell Green and Park Street for:-

- parks and open spaces
- woodlands
- children’s play areas
- community centres
- sports grounds
- bus shelters
- notice boards
- seats and benches
- parish-owned buildings
- allotments

The Parish also runs community events throughout the year and meets regularly to review and comment on planning applications.

The Council is made up of 12 Councillors from which a Chairman and Vice Chair is elected and controlled through five committees with delegated functions and responsibilities reporting to the Full Council meetings. The work of the Council is managed by the Parish Clerk supported by the administrative and maintenance staff. Further details on the work of the Council can be found on our website - [www.ststephen-pc.gov.uk](http://www.ststephen-pc.gov.uk).

The Parish Council currently employs, in addition to the Parish Clerk and this post, 6 other members of staff who are based either in the Parish Centre and/or Greenwood Park Community Centre or work across our various sites. All staff are expected to work as a team to deliver the Council’s services to the required standard.

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**3. ROLE OF THE ASSISTANT CLERK (FULL-TIME)**

The job description and person specification for this full-time post with St Stephen Parish Council reporting to the Parish Clerk, is enclosed at **Appendix “A”** in this Recruitment Handout. These set out in more detail the purpose and main duties of the role along with the key attainments, knowledge, qualities, attitudes, skills and abilities required of the successful applicant for the post.

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#### 4. KEY TERMS AND CONDITIONS OF EMPLOYMENT

<b>General</b>	The employment will be on a permanent basis. The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service (the “Green Book”) except where varied by the Parish Council.
<b>Salary</b>	The salary scale for the post is set at NJC salary range 18-24- £25,419 - £29,174 p.a plus £626 per annum Outer London Fringe Allowance. The salary is subject to any revisions agreed nationally as a result of pay negotiations which are usually effective from 1 April.
<b>Working Hours and Working Week</b>	<p>The Parish Centre core hours are open to the public on Monday to Friday from 9.00 am to 12 noon .</p> <p>Your normal working week will be 37 hours per week and your hours and days of work will be 9.00 am to 5.30m pm on Monday to Thursday and 9.00 am to 5.00 pm on Friday which includes 1 hour unpaid meal break each day. The working week includes the need for attendance at evening meetings, occasional meeting outside of hours with new allotment holders and occasional weekend working at events for which time off in lieu will be granted.</p> <p>It is a term of employment that you comply, whenever possible, with any reasonable requests by the Council, temporarily to work additional hours. You are required to complete the duties and responsibilities of the post subject to normal management control and appropriate recording, which will entail the completion of a monthly time record for submission to the Parish Clerk. The Council conforms to the relevant terms of the Working Time Regulations.</p>
<b>Annual Leave</b>	Your annual leave entitlement is 22 working days (25 working days after 5 year’s continuous local government service) plus bank and public holidays and two extra statutory days.
<b>Pension</b>	You will be entitled to join the Local Government Pension Scheme which is a joint contributory scheme. Details will be provided by the Parish Clerk if you are appointed.
<b>Probation</b>	Confirmation of the appointment will be subject to the satisfactory completion of a period of probationary service of six months. During this probationary period your performance will be monitored and you will be expected to establish your suitability for the post. Appropriate support, training or assistance will be given. Successful completion of the probationary period will be confirmed in writing.
<b>Pay Method</b>	Salary is paid monthly by credit transfer to a bank or building society of your choice.
<b>Work Location</b>	The post is based and your main place of work is the Parish Centre, Station Road, Bricket Wood, St Albans AL2 3PJ but attendance at the other locations may be required on occasions.
<b>Expenses</b>	A car mileage payment is payable for authorised journeys in connection with the job or approved training or other attendances.

**Other Terms** All staff are required to operate within the Council’s Code of Practice on confidentiality and no smoking policy is in operation in the Council’s buildings and vehicles.

**Notice Period** After completion of the probationary period, you will be required to give three months’ notice in writing to terminate the employment. Unless your employment is terminated on grounds of gross misconduct when summary dismissal will apply, the minimum period of notice of termination of your employment which you are entitled to receive from the Council in writing after completion of any probationary service period is in accordance with the following schedule and which is related to your continuous service:-

<b>Continuous Service Completed</b>	<b>Notice by Employer</b>
One month or more but less than two years	Not less than one week
Two years or more but less than twelve years	Not less than one week for each year of continuous service
12 years or more continuous service	Not less than 12 weeks.

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**5. APPLICATION AND SELECTION PROCESS**

**Selection Schedule**

The outline recruitment and selection timetable is as follows:-

- Application closing date - **Sunday 31 July 2022**
- Short listing & interviews aimed to be - During August 2022

This outline timetable for the selection process is subject to amendment to suit circumstances but if you are short-listed you will be advised of any material change to this timetable.

**Application and Short Listing Procedure**

Applications must be made by completing the Application Form provided and you should complete all sections of the form. CVs will not be accepted as an alternative to the Application Form but may be attached along with any supplementary information or documents in support of your application.

Short listing will be based on the information provided in your Application Form and you should therefore address in particular the requirements of the Job Description and Person Specification for the post and ensure that your relevant experience, knowledge, skills, qualifications, and personal style are clearly described to give you the best opportunity in the short listing assessment process. If appointed, you will be required to show documentary proof of any qualifications you may claim to hold.

When completed your Application Form should be **emailed to [clerk@ststephen-pc.gov.uk](mailto:clerk@ststephen-pc.gov.uk)** should be marked with **“Private and Confidential - Application for the post of Assistant Clerk, St Stephen**

**Parish Council") to:-**

**Susan Hake  
St Stephen Parish Council  
Parish Centre  
Station Road  
Bricket Wood  
AL2 3PJ**

to arrive by **Sunday 31 July 2022.**

### **Selection Process**

It is expected that you will be advised whether selected for interview. The interviews will be structured to assess your competence and suitability for the post and may therefore include tests of relevant capabilities which will be explained to you if invited to attend for interview.

It is expected that the interviews will take place during August 2022 and will be held at The Parish Centre. Please note in the Application Form if there are any dates that you are not available if short listed to attend for interview. If required a second interview may be held.

### **References**

If you are shortlisted, references may be applied for in advance of the interview unless you indicate in the Application Form that you do not give the Council permission so to do. If appropriate, the authenticity of referees may be checked by direct confidential contact if you are to be offered the appointment.

### **Pre-employment Checks and Proof of Eligibility to Work in UK**

The Council may require a check through the Disclosure and Barring Service (DBS) as part of its recruitment process. In accordance with their legal obligations the Council will require you to provide proof that you are legally able to work in the UK before commencing employment.

### **Canvassing**

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed Application Form, CV or testimonials to any Member or Officer of the Council will be regarded as canvassing.

### **Equal Opportunities**

The Council wholeheartedly supports the principle of equal opportunities in employment opposing all forms of unlawful and/or unfair discrimination whether on grounds of any protected characteristic in accordance with the Equality Act 2010. We aim to appoint therefore purely on merit and suitability for the post on offer. You are invited to complete and return the enclosed Equality Monitoring Information Form and return it with your completed application Form. The completed form will be regarded as strictly confidential, kept separately from and in no way used or affect the outcome of your application for employment.

## **6. FURTHER INFORMATION**

We hope that the information contained in this Recruitment Handout is helpful and sufficiently

thorough to enable you to submit your application which we look forward to receiving.

However, if you have any questions on the information in the Recruitment Handout or any aspect of the appointment or the recruitment process please do not hesitate to contact the Parish Clerk as set out in the Introduction in this Handout.

July 2022

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This Recruitment Handout has been prepared for St Stephen Parish Council but does not form part of any future contract of employment.

**ST STEPHEN PARISH COUNCIL**  
The Parish Centre  
Station Road  
Bricket Wood  
St Albans  
AL2 3PJ

**ST STEPHEN PARISH COUNCIL**

**ASSISTANT CLERK**

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**1. Job Purpose**

The post holder will be responsible for a range of duties and responsibilities in respect of committee management, allotments and health and safety whilst assisting the Parish Clerk in the general administration of the Council's business adhering to GDPR requirements and deputising for the Clerk.

**2. Key Terms**

Employment Status:	Full-time (37 hours per week) including some evening and occasional weekend work.
Salary scale:	SCP 18 – 24 - currently £25,419– £29,174 (plus £626 outer London Fringe Allowance), with incremental progression in line with the Joint National Salary Framework.
Line managed by:	Parish Clerk
Line management:	The role involves oversight of relevant staff and deputising for the Parish Clerk.

**3. Key duties and responsibilities**

**(a) Committee Management**

- To manage Committee meetings and carry out actions arising within Committee Terms of Reference and the Council's annual meeting schedule:-
  - Planning & Environmental Committee –
  - Fixed Assets Committee –
  - Community & Leisure Committee –
  - Approximately 20 evening meetings usually on Tuesdays and Thursday evenings throughout the year
- To liaise with the relevant Committee Chair on the agenda and Clerk on procedural matters and meeting management.
- To produce and issue meeting agendas, together with all relevant documentation and prepare reports as necessary for consideration by committee in a concise and timely manner
- To ensure all 'projects' are accurately costed, realistic timelines agreed and appropriate budgetary provision is agreed with the Parish Clerk.
- To attend the meetings, produce concise and accurate minutes in good time.
- To follow up and carry out actions as agreed by Committee.
- To respond to all correspondence relating to these Committees.
- Ensure GDPR requirements are complied with.
- Obtaining quotes or tenders for work
- Obtain permission for outside bodies relating to the running of events
- To provide admin support and attend as necessary at events

**(b) Health & Safety**

- To manage the Council's health and safety obligations with support from the external consultant.
- To promote safe working practices,
- To monitor safety records and risk assessments and ensure that they are maintained,
- To hold quarterly health and safety meetings with key staff and follow up actions agreed.

**(c) Allotment Officer**

- To manage the Council's allotments with support from the Senior Groundsperson.
- To manage the allotment tenancies for three allotment sites, namely Tippendell Lane, Park Street Lane and Watford Road,
- To deal with enquiries and complaints and any other matters relating to the allotments.
- To receive quarterly reports from the Senior Groundsperson.
- To issue tenancy agreements, raise invoices, issue non-cultivation and termination notices.

**(d) Undertaking any other duties commensurate with the level and purpose of the post, as required by the Council from time to time.**

**Note:**

All duties will be carried out in accordance with Parish Council policies and all relevant legislation.

**4. Person Specification**

The essential criteria for the successful post holder are:-

Qualifications:

- Clean driver's licence and use of own vehicle
- To hold or achieve CiLCA qualifications within 18 months

Skills & Abilities:

- Effective organisational and work planning skills
- Computer literacy (Microsoft packages)
- Time and task management
- Excellent communication skills - verbal, written and listening
- Knowledge of health & safety regulations and obligations
- Knowledge of GDPR and obligations
- Good social media skills
- Knowledge, experience or willing to learn word press skills to assist with management of website

Experience:

- Supervision and oversight of staff
- Formal meeting organisation, administration and minute taking experience

Personal Qualities:

- Trustworthy, reliable and honest
- Friendly and approachable
- Organised with an eye for detail
- Conscientious and committed work ethic
- Self-reliant and self-motivated
- Flexible innovative approach to tasks with a 'can do' attitude
- Ability to both work alone and/or be a team player as appropriate.