

Old Catton Parish Council

The Pavilion, Church Street, Old Catton, NR6 7DS

Clerk of the Council: Ms Sarah Vincent

www.oldcattonparishcouncil.co.uk

Tel: 01603 423880

E:mail: clerk@oldcattonparishcouncil.co.uk

Administration Officer

Salary Range SCP10-13 (£16,863 - £17,391 pro rata for part-time)

Old Catton Parish Council wishes to appoint a self-motivated, innovative and experienced Administration Officer to start no later than 12th November 2018 to assist the Clerk of the Council in their legal duties.

Full time position (37 hours a week) however part-time candidates (from 25 hours a week) will also be considered. Hours to be worked are Monday to Friday at the Pavilion, Recreation Ground, Church Street, Old Catton, NR6 7DS.

The successful applicant will be qualified to at least GCSE A*-C level or equivalent and must possess good customer service, IT and social media skills as well as personal qualities of tact and diplomacy. Local Government experience not necessary as training will be given.

Applications must be received by 4pm on Friday 19th September 2018; interviews will be held week commencing 24th September 2018.

Further details are available from Ms Sarah Vincent at The Pavilion, Church Street, Old Catton, Norwich, NR6 7DS, telephone 01603 423880, email clerk@oldcattonparishcouncil.co.uk

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JOB DESCRIPTION

Administration Officer

JOB PURPOSE

The Administration Officer to the Council will support the Clerk to the Council who is the Proper Officer and Responsible Finance Officer of the Council and as such is under a statutory duty to carry out all the functions of a local authority's Proper Officer and in particular to serve or issue all the notices required by law of the Proper Officer of the Council. This role will also include some work for Catton Park Trust Ltd.

DUTIES WILL INCLUDE:

- Dealing with enquiries from the public by phone, email, letter and face to face.
- Administration and accurate record keeping.
- Updating the Council website, Facebook and Twitter pages with information regarding community events and activities and all aspects of the community and Council.
- Assist the Clerk in preparation of agendas, detailed reports and associated documents in preparation for meetings.
- Assist the Clerk in coordination of responses arising from meetings and forwarding to relevant recipients/bodies.
- In the absence of the Clerk attendance at Council and Committee meetings, production of minutes.
- Assist the clerk with work relating to the cemetery, churchyard, war memorial and parish council owned land.
- Project based duties.
- Maintain office filing systems.
- Administration work for Catton Park.

- To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.

SALARY:

SCP L10 to L13 (£16,863 - £17,391) commensurate with skills and experience

Person Specification for Administration Officer

This is a key role in the Old Catton Parish Council Office, supporting the Parish Clerk, responding to local residents and carrying out a comprehensive range of administrative processes.

Skill	Essential	Desirable	Useful
Qualifications, education and training			
A good standard of education 5 GCSE A*–C including Maths and English	X		
Experience, skills and knowledge			
Good working knowledge of Microsoft Word, PowerPoint, Microsoft Excel and Outlook	X		
Experience in dealing with the public directly Ability to deal with sometimes difficult customers, in a calm and professional manner	X		
Confident in handling cash and cheques and an understanding of complying with financial regulations	X		
Experience of updating websites		X	
Experience of working in or knowledge of local government			X
Personal Attributes			
Clear written and spoken communication skills, good on telephone and face to face with customers	X		
Ability to use initiative and prioritise workload and use time effectively		X	
Capable of working to a high degree of accuracy, with attention to detail and the ability to identify errors and take corrective action	X		

Post Applied for:

Post Number:

Job Application Form

Closing Date:

Interview Date:

It is important that you read the guidance notes before completing this application form. Please complete this form fully using **black ink or type**. C.V.s are not accepted on their own. Applications received after the closing date will not normally be considered.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Section 1 Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone N°:

National Insurance N°:

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Daytime Telephone N°:

Mobile Telephone N°:

E-mail address:

Can we contact you at work?

Yes

No

Are you free to remain and take up employment in the UK with no current immigration restrictions?

Yes

No

Job Share Details

Are you applying on a job share basis?

Yes

No

Driving Licence – if relevant to post applied for.

Do you hold a full, clean driving license valid in the UK?

Yes

No

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.

Section 2 Present Employment

Present Employment (If now unemployed give details of last employer)

Name of Employer:

Address:

Postcode:

Post Title:

Date of Appointment:

Salary:

Department / Section:

Brief description of duties:

Continue on a separate sheet if necessary

Period of Notice:

Last day of service

(if no longer employed):

Reason for leaving

(if no longer employed):

Section 3 Previous Employment

Previous Employment (most recent employer first). Please cover the last 10 years and state nature of business - if not public sector

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Reason for leaving:

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Reason for leaving:

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Reason for leaving:

Continue on a separate sheet if necessary

Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

Professional, Technical or Management Qualifications

Please give details:

Professional / Technical / Management Qualifications	Course Details

Membership of any Professional / Technical Associations - Please state level of Membership:

Continue on a separate sheet if necessary

Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Program or Course	Duration of Course

Continue on a separate sheet if necessary

Section 6 Personal Statement

Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the Employee Profile. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

Section 7 Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the rehabilitation of offender's act 1974?

Yes

No

If yes, please give details / dates of offence(s) and sentence:

Section 8 Protecting Children and Vulnerable Adults

The following information may be required if the post you are applying for has a requirement for a DBS/CRB police check.

Enhanced Checks Only

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes

No

Section 9 Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements in order for you to attend the interview?

Yes

No

If yes, please give details:

Section 10 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Reference 1		Reference 2	
Name:	<input type="text"/>	Name:	<input type="text"/>
Position:	<input type="text"/>	Position:	<input type="text"/>
Work Relationship:	<input type="text"/>	Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	Postcode <input type="text"/>		Postcode <input type="text"/>
Telephone N ^o :	<input type="text"/>	Telephone N ^o :	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>

Are you willing for this referee to be approached prior to the interview? Yes No

Are you willing for this referee to be approached prior to the interview? Yes No

Section 11 Declaration

Signed:	<input type="text"/>	Date:	<input type="text"/>
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(NB. Candidates selected for interview will normally be notified within three weeks of the closing date. Unfortunately applicants who do not hear from Old Catton Parish Council must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post.

Old Catton Parish Council undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

If you are returning this form by email, you will be asked to sign your application at the interview.

RETURNING THIS FORM



By Hand or Post:

Old Catton Parish Council
The Pavilion
Recreation Ground
Church Street
Old Catton
Norwich NR6 7DS

By E-Mail:

clerk@oldcattonparishcouncil.co.uk

Enquiries:

Telephone: 01603 423880

Section 12 Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by Old Catton Parish Council purely for monitoring purposes.

Application for the post of:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please **COMPLETE THIS SECTION OF THE APPLICATION FORM.**

What is your Ethnic Group?

Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background.

A. White

White UK

Irish

White non-UK

Any other White background
(please give details):

D. Black or Black British

Black Caribbean

Black African

Any other Black background
(please give details):

B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background
(please give details):

E. Chinese or other ethnic group

Chinese

Vietnamese

Any other ethnic background
(please give details):

C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background
(please give details):

F. I do not wish to provide this information

Section 12 Recruitment Monitoring Form continued

Gender

Male

Female

Disability

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider yourself disabled?

Yes

No

If yes, please give details:

Present Status

Internal Applicant

External Applicant

Age Group

16-25

26-35

36-45

46-55

56-65

66-70

Over 70

Media

Please state where you saw this post advertised