



Balderton Village Centre
Coronation Street,
Balderton
Nottinghamshire
NG24 3BD

Tel: 01636 703626

Email: clerk@baldertonparishcouncil.gov.uk

July 1st, 2024

Dear Sir/Madam

Thank you for your interest in our temporary Clerical Assistant role. The following pages give information on the role and details of the required competencies for applicants.

To apply for the role, please send your Curriculum Vitae together with a covering letter explaining how you would meet the requirements of the role. There is also an equalities opportunities monitoring form for you to return to help us with our monitoring.

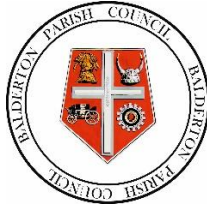
The closing date for applications is Sunday 14th July and interviews will be conducted the following week.

If you have any questions regarding the position, please contact me using the contact details above.

Yours sincerely,

Marion Fox Goddard

Parish Clerk



JOB DESCRIPTION

Position: Temporary Clerical Assistant (3 months)

Responsible to: Parish Clerk

Employment Status: Temporary, Part-time (10 hours per week)

Hours: Usually 10am – noon, Monday to Friday occasionally including some evening/weekend work

Salary: SCP 5 (NJC pay scale), currently £12.21 per hour (*pay award pending*)

Job Overview

1. To take hall bookings and administrative tasks related to bookings.
2. To administrate burials and deal with enquiries regarding the council's cemetery and closed church yard.
3. To administrate allotments and deal with enquiries regarding the council's allotment site.
4. To take telephone calls, receive customers in person and written correspondence.
5. To provide administrative assistance to the clerk and deputy clerk.

Duties and responsibilities

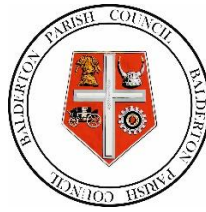
1. Take bookings for the rooms in the hall and maintain a booking system; Ensuring users understand and accept the terms and conditions.
2. To administrate burials and deal with enquiries regarding the council's cemetery and closed church yard.
3. To administrate allotments and deal with enquiries regarding the council's allotment site.
4. Provide a reception service to deal with enquiries to the council and the village centre.
5. Ensure relief cleaners are in place for when necessary.
6. Assist in keeping the council's website up to date.
7. Ordering supplies.
8. Support the planning and work on preparations for parish council events.
9. Support the parish clerk and deputy clerk with general administration tasks.
10. Any other duties as required and in-line with the level of the role.
11. Ensuring General Data Protection Regulations are adhered to in all aspects of the role.

Key Competences

- Extremely well organised
- Effective communication skills
- Excellent customer service skills
- Approachable
- Strong IT skills
- Good numeracy skills
- Able to work under own initiative and prioritise
- Team player
- Willing and able to have a flexible approach to meet the needs of the Council

Job Notes

The job holder will be expected to work in the office from 10am - noon, Monday to Friday. The job holder will ensure that they do not take planned absence at the same time as the Parish Clerk.



Clerical Assistant

PERSON SPECIFICATION

Competency	Essential	Desirable
Professional Qualifications Training	<p>General Education: GCSE Grade 4 (Grade C and above) maths and English</p> <p>Computer Literacy and good familiarity with Office based package – in particular, confidence with Excel and Word.</p>	
Work Experience	<p>1 years' experience in administration</p> <p>1 years' experience of working with figures such as accounts</p>	<p>1 years' experience providing a reception service to the public</p>
Skills knowledge and aptitude	<p>Good oral and written communication skills</p> <p>Good customer service skills</p> <p>Willingness to work flexibly including daytime and occasional evenings/weekends.</p> <p>Excellent organisational skills</p> <p>Assertive, tactful and diplomatic</p> <p>Able to work on own initiative</p> <p>Full driving licence</p>	

EQUALITIES OPPORTUNITIES MONITORING FORM – PRIVATE & CONFIDENTIAL

Balderton Parish Council is committed to ensuring that it meets its statutory duties under the Equality Act 2010. The Council recognises that equality monitoring is essential for effective policy making and service delivery and as a consequence monitors relevant 'protected characteristics' to influence future decision making. It is therefore a requirement that you complete and return this form with your application. This form will play no part in the process of recruitment itself and will be used purely for monitoring and informing future improvements in relation to the recruitment process. The form will be analysed and retained in the strictest confidence for a 6 month period.

Mr/Mrs/Miss/Ms (delete as appropriate)

Forename(s):

Surname:

WHAT IS YOUR AGE: 16 – 17 18 - 19 20 – 24 25 - 29 30 - 44 45 - 59
60 – 64 65 – 74 75 - 84 85 - 89 90 + **PREFER NOT TO SAY**

<p>DISABILITY Do you have a disability? YES <input type="checkbox"/> NO <input type="checkbox"/> PREFER NOT TO SAY <input type="checkbox"/></p> <p><i>The Equality Act 2010 defines a person as disabled if you have 'A physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities'.</i></p>	<p>If yes, please state the nature of your disability:</p> <p>Are there any adjustments that may be required to be made should you be invited for interview or training? If so please give details:</p>
--	---

GENDER – ARE YOU: MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> PREFER NOT TO SAY <input type="checkbox"/>

GENDER IDENTITY Is your gender identity the same as the gender you were assigned at birth? YES <input type="checkbox"/> NO <input type="checkbox"/> PREFER NOT TO SAY <input type="checkbox"/>
--

<p>What is your main language?</p> <p>English <input type="checkbox"/> Other <input type="checkbox"/> PREFER NOT TO SAY <input type="checkbox"/></p> <p>please write in (including British Sign Language)</p> <hr/>
--

ETHNICITY**What is your ethnic group?****A. WHITE**

- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy or Irish Traveller
- Any other White background (please write in)
-

B. MIXED/MULTIPLE ETHNIC GROUPS

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other Mixed/Multiple Ethnic background (please write in)
-

C. ASIAN/ASIAN BRITISH

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background (please write in)
-

D. BLACK/AFRICAN/CARIBBEAN/BLACK BRITISH

- African
- Caribbean
- Any other Black/African/Caribbean background (please write in)
-

E. OTHER ETHNIC GROUP

- Arab
- Any other Ethnic group (please write in)
-

 PREFER NOT TO SAY**RELIGION/BELIEF:****What is your religion/belief****CHRISTIAN**

(including Church of England, Catholic, Protestant and all other Christian denominations)

ANY OTHER RELIGION

(Please write in)

BUDDHIST**HINDU****NO RELIGION****MUSLIM****PREFER NOT TO SAY****SIKH****JEWISH****SEXUAL ORIENTATION:****What is your sexual orientation?**

HETEROSEXUAL/ STRAIGHT

BISEXUAL

GAY WOMAN / LESBIAN

GAY MAN

OTHER

PREFER NOT TO SAY

Other:

I AM CURRENTLY IN CARE

I AM AGED 24 OR UNDER AND HAVE PREVIOUSLY BEEN IN

I AM SERVING OR HAVE SERVED IN THE ARMED FORCES

CARE

I AM FAMILY OF ARMED FORCES