

## **Assistant Clerk advert**

### **General Information**

Council: Westerham Town Council

County: Kent

Salary: SCP 13 – 22 pro rata (£26,873 to £31,364 pro rata)

Closing date: 31<sup>st</sup> January 2024

Hours: 12 hours per week 9.15 am to 1.15 pm Wednesday, Thursday and Friday including some evening work (Monday evenings – five in a year)

Local Government pension scheme

Outer fringe allowance

### **Job Responsibilities**

Westerham Town Council is seeking to appoint a forward thinking and proactive Assistant Clerk, with good communication skills to be an active member of the management team, supporting the Town and Deputy Clerk in ensuring the Council achieves its targets and aspirations.

The Assistant Clerk has responsibility for the Highways and Lighting Committee arranging meetings, recording minutes and implementing decisions made. To manage the maintenance of the streetlights and to liaise with Kent County Council regarding highways issues. To assist the Responsible Finance Officer in the management and preparation of the annual H&L budget.

You would deal with queries coming into the Council offices from residents, District and County Councils, contractors and take appropriate action.

For more information see WTC website for the job description and application form: -

### **Terms and conditions of employment**

Westerham Town Council staff are employed under Local Government Services (Green Book) terms and conditions.

If you have good customer service skills, are a team worker, have a high level of IT skills then we would like to hear from you.

Ideally candidates will hold or will work towards a minimum of a ILCA qualification and have a sound understanding of local authority organisation and management.

## **How to apply**

- To apply please download an application form from Westerham Town Council website. CV's will not be accepted.
- Please complete the application form available on our website, or if you have any difficulties then please email [office@westerhamtowncouncil.gov.uk](mailto:office@westerhamtowncouncil.gov.uk)
- The selection process and interviews will be held in late January 2024

Westerham Town Council is committed to equality, diversity and inclusivity being at the heart of everything they do.

## **Westerham**

Westerham is in the north west corner of Kent, bordering Surrey and covers the two wards of Westerham and Crockham Hill, with a population of just over 4,500. With independent shopping, great food, historic places to visit, walking and cycling; Westerham has something for everyone.

The Council has 13 Councillors. The Office Team comprises the Town Clerk, Assistant Clerk, Responsible Finance Officer and a Grounds Maintenance Operative.

WTC holds the National Local Council Gold Award.

Council and Committee meetings are normally held on Monday evenings.