

VACANCY FOR A DEPUTY PARISH CLERK

Part-time Post: 25 Hours Per week

GRADE: LC2 Points 18 to 32 [£24,982 to £35,745] per annum, pro-rata

Overview: Killamarsh Parish Council has a vacancy for a Deputy Parish Clerk. This is a permanent post for 25 hours per week. The village of Killamarsh is situated in North East Derbyshire and adjoins the local council areas of Bolsover, Rotherham and Sheffield. The Parish is home to circa 10,000 residents and consists of 15 councillors and 5 members of staff, all of whom work hard to make the village a welcoming place to live and visit.

Working Arrangement: Reporting to the Parish Clerk you will work for a total of 25 hours per week, split over 5 days and includes some evening meetings, and occasional weekend work. The job is office based, as the successful candidate will play a central role in linking the Parish Council to the community. The role will also provide access to the Local Government Pension Scheme.

Main purpose of the Job: To manage and support all administration in relation to the Councils services and activities and to support the Clerk to the Council in the execution of all Council business to meet the Parish Council's statutory requirements. This will include attending meetings, minute taking, events management support, maintaining records, supporting the Parish Clerk with day-to-day management of the Council and ensuring that all legal requirements are complied with. To deputise for the Parish Clerk / Responsible Finance Officer (RFO) during their absence.

Requirements: The ideal candidate will have a good standard of education to GCSE level grades A – C or equivalent, a high level of literacy and numeracy, and will hold, or is studying towards the CiLCA qualification. The candidate will have a good legal knowledge of the statutory framework concerning the management and running of a Parish Council.

Application:

- To apply, please download the job application pack from the parish council website: www.killamarsh-pc.gov.uk
- Completed applications should be emailed to: parish.clerk@killamarsh-pc.gov.uk
- For an informal chat, please contact the Chair of Killamarsh Parish Council, Cllr Steve Clough on 07828 211725.

Closing Date: Midday, Wednesday 11th August 2021

Interview Date: To be confirmed

DEPUTY PARISH CLERK: JOB DESCRIPTION

POST TITLE:	DEPUTY PARISH CLERK
GRADE:	LC Point 18 £24,982 per annum (pro-rata) LC Points 19 to 32 [£25,481 to £35,745] pro-rata on holding or successful completion of the CILCA qualification Salary is within the National Association of Local Councils Scale
RESPONSIBLE TO:	Parish Clerk / Responsible Financial Officer (RFO)
MAIN PURPOSE OF THE JOB:	To manage and support all administration in relation to the council's services and activities and to support the Clerk to the Council in the execution of all Council business to meet the Parish Council's statutory requirements. This will include attending meetings, minute taking, events management support, maintaining records, supporting the Parish Clerk with day-to-day management of the Council and ensuring that all legal requirements are complied with. Attendance at evening meetings is required and may include occasional weekend work. To deputise for the Parish Clerk during their absence.
STANDARD HOURS: required) day	25 hours per week (Attendance at evening meetings is To have a flexible approach to hours of work and day to duties and responsibilities, to meet the needs of the Council.
SERVICE AREA:	Killamarsh Parish Council office

DEPUTY PARISH CLERK: JOB DESCRIPTION

Overall Responsibilities

The Deputy Parish Clerk will be responsible for supporting the Clerk / RFO in relation to the Council's services and activities and other duties as required under direction of the Clerk / RFO. The Deputy Clerk to the Council will support the Clerk / RFO, and in their absence, act as the Parish Clerk / RFO and the Proper Officer of the Council, having a statutory duty to carry out all the functions, and to serve or issue all the notifications required by law of a local authority's Proper Officer as required. In the event of any long-term absences of the Clerk / RFO (exceeding three months), a separate job description and grading will apply subject to a resolution of the Personnel Committee. In the absence of the Clerk / RFO, the Deputy Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and to produce all the information required for making effective decisions and to implement constructively all decisions.

KEY DUTIES AND RESPONSIBILITIES:

All duties and responsibilities will be carried out with strict regard for Health & Safety regulations, the Parish Council rules, regulations and policies in force. This job description sets out the main duties of the post. Such duties may vary from time to time, without changing the general character of the post, or the level of responsibility entailed. This job description is not exhaustive, the post holder would be expected to carry out any reasonable duties prescribed by the Council.

1. Office Responsibilities

- To assist in the management and provision of support services in connection with the day-to-day activities of the Parish Council and to ensure all tasks are performed professionally and in accordance with all relevant statutory obligations
- To gain a working knowledge of all aspects of the Clerk / RFO's role and be able to provide cover for holidays, sickness and unforeseen circumstances
- To maintain manual and computer-based filing systems, which involves the creation and updating of files, financial records & the filing of all documentation
- To assist the Clerk / RFO in the delivery of communication strategies as per agreed Council policy, including the Council newsletter and updates to the website and Council's social media presence where required
- To assist in the formulation, planning and monitoring of policies and procedures
- To act in a professional manner as a representative of the Parish Council and assist in providing a point of contact for customer enquiries, providing support and assistance to visiting members of the public, Parish Councillors, outside bodies and contractors where appropriate

2. Council Meetings and Services

- To assist the Clerk / RFO in ensuring that accurate agendas and reports are available for all meetings of the Council, its Committees and Working Groups
- In the absence of the Clerk / RFO, to prepare and publish, in consultation with appropriate Members of the Council, agendas for meetings of the Council and Council Committees and the Annual Meeting in accordance with all statutory requirements and preparation of minutes for approval
- As directed by the Clerk / RFO, to take accurate and relevant minutes of meetings of the Council, its Committees and Working Groups. Some meetings take place in the evenings where TOIL can be taken at a later date as agreed with the Clerk / RFO

- To service Council and Committees as required and directed by the Clerk / RFO, and to deal with the requirements of each Committee including taking appropriate actions to implement Council resolutions
- To provide event management support to the Clerk / RFO for all Council events
- To oversee any projects as delegated by the Clerk / RFO, and/or Council
- To be responsible for the management of the allotments including but not limited to:
 - Management of allotment waiting lists, assessing applications for allotments from prospective tenants and determine the appropriate allocation of allotments in liaison with the Environment Committee
 - Carrying out site visits and to monitor the condition of individual allotments and to liaise with tenants, as appropriate, to ensure the completion of any remedial work required. If necessary to escalate unresolved issues to the Environment Committee
 - Resolve issues arising with and between tenants, referring difficult or policy issues to the Environment Committee
- To support the Clerk / RFO in managing liaisons and working partnerships with other Councils and public authorities, statutory and voluntary bodies, and other agencies as a supporting Council representative, to ensure that the Council can play a full and effective role in issues affecting the Parish
- To support the Clerk / RFO's responsibility for the health and safety requirements for the Council offices and the Parish Suite and to ensure that building compliance checks including relevant fire, electrical, safety etc. annual inspections are carried out and certificates received

3. Financial Responsibilities

- To assist the Clerk / RFO in ensuring that adequate financial security, internal financial and accounting controls, and the accounting records of the Council are maintained and kept up to date in accordance with proper practices
- To support the maintenance of the Council's finances on a day-to-day basis and carry out monthly reconciliations of payments and receipts against the Council's bank statements as required and directed by the Clerk / RFO
- To assist the Clerk / RFO to prepare and maintain detailed financial management systems for adherence throughout the Council and to ensure compliance with the Council's Financial Regulations and to co-operate fully with internal audits
- To assist the Clerk / RFO in ensuring that the RBS Omega computerised accounts and financial management system is maintained with up-to-date records of income and expenditure of the Council, retaining and filing all original documents, ensuring that income due is billed and received promptly, and preparing the lists of schedules of payments once they have been authorised
- To assist in ensuring the Council's asset register is updated regularly and fully audited annually
- To assist the Clerk / RFO with cash handling, banking and any other financial related tasks

4. Other Responsibilities

- To liaise when required with designated Keyholders, Handyperson(s) and Cleaner
- Update the Council notice boards to ensure all details are accurate and posted in time for upcoming meetings
- To attend training courses as required by the Council
- To comply with all relevant Council systems, policies and procedures to ensure compliance with financial regulations, standing orders and administration procedures and systems
- To work in a flexible manner to meet the requirements and demands placed on the Council

Supervision and Guidance

The role is primarily line-managed by the Clerk / RFO, though requires autonomous self-organisation within the identified workload, which should be planned and arranged to coincide with the dates and cycle of meetings. Priorities are set by agendas and actions required by the minutes of Council meetings. There will be direct supervision on specific projects by the Clerk / RFO where required.

Special Conditions of the Job

To undertake CiLCA and other job-related training courses as appropriate. The nature of the job means that it includes some evening work. Due to the nature of the job the Deputy Clerk will be expected to maintain total confidentiality in matters relating to the work of the Council. Where conditions of the job require working outdoors for example, allotment site visits, even during inclement weather, appropriate clothing will be provided.

Required Skills and Personal Qualities

- CILCA qualified, or willingness to undertake and complete the CILCA qualification within 9 months of the first available training start date and will be subject to regular review
- Good knowledge of the statutory and legal framework concerning the management and running of a Council
- Ability to communicate professionally and effectively with other staff, Councillors and the general public in order to maintain a constructive working relationship
- Good general standard of education and numeracy
- A good standard of IT literacy (knowledge of Microsoft Word, Excel) and other software packages used by the Council
- Ability to be self-motivated and work with minimum supervision
- To be a positive role model for employees, to inspire them, to promote the Council and to uphold and maintain a good reputation of the Council within the wider community

STATEMENT

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other commensurate duties as assigned. It may be reviewed accordingly to adjust for statutory obligations changes or development of the role as required.

Post holder: **Dated:**

Parish Clerk: **Dated:**
(on behalf of Killamarsh Parish Council)

DEPUTY PARISH CLERK: PERSON SPECIFICATION

	Essential	Preferred
1. Educational qualifications	<p>Good standard of education to GCSE level grades A – C or equivalent high level of literacy and numeracy</p> <p>A recognised qualification in local government Administration, either holding or willing to work towards Certificate in Local Council Administration (CiLCA) within 9 months of commencement of the first available course start date.</p>	<p>A recognised qualification in the Institute of Occupational Safety and Health.</p>
2. Work Experience	<p>Excellent IT skills, presentational skills and ability to problem solve and work on own initiative and able to deputise fully for the Clerk / RFO in their absence.</p> <p>Experience of using manual/computerised accounting/pay systems and working in a financial setting</p> <p>Experience of dealing with members the public in an appropriate manner being respectful at all times</p> <p>Experience of using Microsoft Office, including Publisher and Powerpoint.</p> <p>Previous local government experience</p> <p>Experience of note taking / minuting meetings</p> <p>Line Management Experience</p>	<p>A minimum of 2 years' experience working for a parish council</p> <p>Good working knowledge of employment practice and legislation</p> <p>Health and safety law</p> <p>Procedures relating to local councils, including in relation to the planning process and Managing contracts</p>
3. Skills/ knowledge and aptitude	<p>Ability to understand the legal framework in which the Parish Council operates, including an understanding of health & safety, public liability, data protection, equalities, and freedom of information legislation, along with an understanding of burial and internment law and procedures</p> <p>Excellent administrative and organisational skills, and able to produce reports on finance and other subjects</p> <p>Ability to provide sound and impartial advice to Councillors</p> <p>Ability to form and maintain sound working relationships with key internal and external stakeholders</p> <p>Understanding of managing a public buildings and allotments</p> <p>Willingness to undertake training and to act as the Council's representative.</p>	<p>An Understanding of operating environment of parish council</p>

4. Communication Skills	Excellent communication skills both written & oral and must be able to demonstrate professional and constructive communication skills with Councillors, members of the public, suppliers and other public & private sector organisations.	
5. Financial Management	Proven ability in budget setting, financial control, budget planning and taking accounts up to year end, submission and audit. Proven day to day management of accounts and bookkeeping	Qualified to at least Level 1 AAT Standard
6. Motivation	A proven track record of going above and beyond the basic job requirements to ensure that the Council can operate efficiently, effectively and trouble free.	
7. Other	Ability to work effectively and efficiently under pressure and at times unsupervised Self-motivated and flexible attitude to work, trustworthy with confidential information Able to attend evening meetings and demonstrate flexibility around the Council's requirements, when required. Driving licence, car owner and ability to travel	

APPLICATION FOR EMPLOYMENT

**PRIVATE &
CONFIDENTIAL**

Position applied for:	
Full name	Address:
Daytime telephone:	Postcode:
Home telephone:	Date of birth: (If under 21)
E-mail address:	

EMPLOYMENT

1. Details of all present employments (or most recent employment)

Position held	Employer and address	From:
Hrs/wk:		To: (If applicable)
Brief details of main duties/responsibilities:		
Length of notice required or date you could start:		

Position held	Employer and address	From:
Hrs/wk:		To: (If applicable)
Brief details of main duties/responsibilities:		
Length of notice required or date you could start:		

2. Details of all previous jobs since leaving full-time education. Full details should also be given for any period not accounted for by full-time employment (e.g., unemployment, voluntary work, part-time work, raising a family). (Enclose additional sheets if necessary).

Employer	Job held and brief details	Reason for leaving	From	To

QUALIFICATIONS/TRAINING- Please give details of any qualifications obtained and training courses undertaken **which are relevant to the job** together with dates.

Qualifications and training (show grades and institution where obtained)	From	To

SUITABILITY FOR THE JOB

Please state why you think you are suitable for this job. Enclose additional sheets if necessary.

Note: We recruit solely on merit. To do this, we will seek to match the information you provide against the person specification for the job. Therefore, you should ensure that you address each point identified in the person specification and provide evidence of relevant experience and skills, including areas others than paid work.

Killamarsh Parish Council is an equal opportunity employer and is also committed to the "Two Ticks – Positive about Disabled People" scheme. This ensures that all disabled applicants, able to demonstrate that they meet the minimum criteria of the job description, are guaranteed an interview.

I consider myself to be a disabled person and I would like to apply under the Guaranteed Interview scheme.

Tick if applicable

ADDITIONAL INFORMATION

1. If the post you are applying for is full-time, would you like to job-share it?	
2. The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974, as amended by the Protection of Freedoms Act 2012. Applicants are therefore not entitled to withhold information about convictions which, for other purposes are 'spent' under the provisions of the Act. If you are to be recommended for the post, you will be subject to a Disclosure and Barring Service check - this will be an enhanced disclosure. You must, therefore, disclose any convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations. Failure to disclose this information could result in the withdrawal of a job offer, dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to an application for positions to which an order applies. If you have convictions to declare, please set down the details on a separate sheet and place in a sealed envelope marked "private and confidential". This should be sent by post to the Parish Clerk. Please give Post reference number and include contact details. For confidentiality purposes, this information must not be sent by e-mail.	
3. If you are a parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew, niece of an existing Councillor or employee of the Council, or of the partner of such a person, you must enclose a written statement to that effect with your application.	
4. Other than any details given on page 1, are you in receipt of any income or pension from Killamarsh Parish Council, including any payments received via agency work?	
5. Have you ever been dismissed from employment with Killamarsh Parish Council or any other employer? If 'YES' state from where and when.	
Please give any dates when you are not available for interview.	
REFERENCES - Please give the names and addresses of two people to whom we may write for references. Referee (1) should be your present or most recent employer. Please state whether Referee (2) is in a personal or employment capacity.	
WORKPLACE REFEREE (1)	REFEREE (2) *Employment/Personal capacity(*delete)
Name:	Name:
Job Title:	Capacity:
Address:	Address:
Tel No:	Workplace Email Address:
Tel	
References are taken up for shortlisted candidates. If you do not wish a reference to be taken up at that stage, please state why. Offer of employment will be subject to receipt of acceptable references.	

You may use a Councillor or Council employee as a referee if they are not directly involved in the recruitment process. However, any attempt to influence the process in your favour, or someone else on your behalf, will disqualify you from the application process.

By signing this form, you authorise us to check any information you have given with third parties (e.g. previous employers, etc.) and you authorise them to disclose your personal information to us.

DECLARATION - The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to me being dismissed if appointed to the post.

Signature:

Date:

COMPLAINTS PROCEDURE

If you have a complaint regarding the recruitment process, please write to the Parish Clerk at Killamarsh Sports Centre, Stanley Street, Killamarsh, S21 1EL giving full details; we will investigate and respond within 28 working days.

If you have not been contacted to attend an interview, please respect that on this occasion you have not passed through the shortlisting criteria, but your information will be kept on file for 6 months and will be taken into consideration if further vacancies are required.

Please return this form, when complete, to the Council's Chair at s.clough@killamarsh.info

Equal Opportunities Monitoring Form

The Council is committed to recruiting, retaining and developing a workforce that reflects the diverse communities that we serve. It is vital that we monitor and analyse equality information so that we can ensure that our HR processes are fair, transparent, promote equality of opportunity for all staff and do not have an adverse impact on any particular group of employees.

Your information will not be seen by the recruiting panel at shortlisting or interview and is not part of the recruitment decision. Your information is not shared with any third party.

This information is treated as confidential, is anonymised and used to create and publish an annual statistical report on recruiting for a diverse workforce. You may select 'prefer not to say' and we will assume that you do not wish to disclose this information. As this information is for recruitment only, all personal data relating to this form is deleted after six months.

You have rights under the Data Protection Law. For further details about your rights, the contact details of our Data protection officer and your right to make a complaint please see our Data Protection Web Page: <https://www.killamarsh-pc.gov.uk/uploads/kpc-21-employee-gdpr-notice.docx>

Your Personal Details	
Title (Mr, Ms, Mrs, Miss, Mx, Dr, etc.)	
Forename(s)	
Surname	
Date of Birth	

Sex – Please tick one option

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Non-Binary	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>				Prefer not to say	<input type="checkbox"/>

Gender Identity - Please tick one option

Do you identify as Trans?					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

Relationship Status – Please tick one option

Civil Partnership	<input type="checkbox"/>	Co-habiting	<input type="checkbox"/>	Single	<input type="checkbox"/>
Married	<input type="checkbox"/>	Other (please specify) <input type="checkbox"/>			
Prefer not to say	<input type="checkbox"/>				

Sexual Orientation – Please tick one option

Heterosexual/straight	<input type="checkbox"/>	Gay woman/Lesbian	<input type="checkbox"/>	Gay man	<input type="checkbox"/>
Bisexual	<input type="checkbox"/>	Other (please specify)	<input type="text"/>		
Prefer not to say	<input type="checkbox"/>				

Religion/Belief – Please tick one option

No religion	<input type="checkbox"/>	Christian	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>
Sikh	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	Other (please specify)	<input type="text"/>		
Prefer not to say	<input type="checkbox"/>				

Racial/Cultural Origin – Please tick one option

White					
British/English/Welsh/Scottish/ Northern Irish	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Gypsy/ Irish Traveller	<input type="checkbox"/>
Roma	<input type="checkbox"/>	Other White background (please specify)			
Asian or Asian British					
Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Other Asian background (please specify)			
Black or Black British					
Caribbean	<input type="checkbox"/>	Somali	<input type="checkbox"/>	Other African	<input type="checkbox"/>
Other Black Background (please specify)					
Mixed/Multiple heritage					
White and Black Caribbean	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>
Other mixed background (please specify)					
Other Ethnic Group					
Yemeni	<input type="checkbox"/>	Other Arab	<input type="checkbox"/>	Other ethnic group (Please specify)	<input type="text"/>
Prefer not to say					

Disability

A disability is an impairment that has (or is likely to have) a substantial (more than minor), adverse, long-term (more than a year) effect on the ability to carry out normal day-to-day activities.

Do you consider yourself to be a disabled person?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

Unpaid Caring Responsibilities

A carer is anyone who provides unpaid care by looking after or giving help or support to family members (including a disabled child), friends, neighbours or others because of long-term physical or mental ill health/disability, or problems related to old age.

Are you an unpaid Carer?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

How did you find out about this job? (Please tick one option)

<input type="checkbox"/>	Killamarsh Parish Council Website	<input type="checkbox"/>
<input type="checkbox"/>	Other website (please specify)	<input type="checkbox"/>
<input type="checkbox"/>	National Publication (please specify)	<input type="checkbox"/>
<input type="checkbox"/>	Social Media Site (please specify)	<input type="checkbox"/>
<input type="checkbox"/>	Local Publication (please specify)	<input type="checkbox"/>
<input type="checkbox"/>	Job Centre	<input type="checkbox"/>
<input type="checkbox"/>	Other (Please specify)	<input type="checkbox"/>

DETAILS OF POLICY	
Policy No	
Policy Title	Recruitment & Selection Policy
Committee/Working Party Responsible	Health, Safety & Wellbeing Committee
Version	1
Adoption Date	08.07.21
Details of Revisions	

The Policy

Recruitment and Selection Policy Aim:

To set out the minimum requirements of a recruitment process that aims to:

- Attract and select the best possible applicants to vacancies.
- Meet statutory requirements.
- Meet statutory requirements of the Equality Act 2010.
- Treat all applicants fairly and clearly.
- Offer a fair, equitable and competitive process.

Procedures are to be followed whenever a new employee is to be recruited.

Recruitment/Interview Panel:

- An interview panel is appointed comprising three Councillors from the Personnel Committee, including the Chair. The Clerk will sit on the panel in an advisory capacity.

It is sensible that the Council gives this panel the delegated power to deal with the appointment process from beginning to end.

Job application pack / recruitment materials:

Any person enquiring about the post will be supplied with a job application pack which as a minimum, will include:

1. Job description and person specification.
2. An application form.
3. An outline of our recruitment and selection process.
4. A copy of our Recruitment and Selection Policy (this document).
5. All applicants must complete, in full, an application form - CV's will not be accepted.

Short-listing:

- We shortlist all candidates against the person specification for the post.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of their marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.

Interview stage:

- Interviews will be conducted face to face where possible. If this is not possible due to Government restrictions, consideration will be given to using Zoom. If Zoom is deployed, then no offer of employment shall be made until the pre-employment checks have been made in person.
- At the interview, each candidate will be required to prove their identity against photo ID (for example a passport, birth certificate or driving licence) and produce documentation to prove they

are eligible to work in the UK. These will be photocopied and retained on file for the successful candidate.

- At the interview, each candidate will be asked to wet sign their online application form if an electronic signature was not provided.
- At the interview, candidates will be questioned using the same set criteria and same questions.
- The questions will be formulated from the essential criteria listed in the person specification.
- Candidates will be given a score for their answers.
- Candidates will always be required to:
 1. Explain satisfactorily any gaps in employment;
 2. Explain satisfactorily any anomalies or discrepancies in the information available;
 3. Explain their suitability for the role and their skill set, knowledge and expertise
- The interview/selection panel will use a scoring matrix to determine the best candidate for the post.
- Each candidate will receive communication whether they have been successful or not and feedback from the Parish Clerk or in the event of the interview being for the vacancy of Parish Clerk, from the Chair of Personnel Committee.
- Either: The selection/interview panel will determine the most suitable candidate, or in the case of employment of the Clerk, recommendation of the selection/interview panel will be submitted to the Council for approval.
- The offer of employment shall be initially for a probationary period of 6 months.

Employment checks:

- The successful candidate will be offered the position subject to at least two references from previous employment or in the case of a newly qualified student, their tutor and a personal or professional reference.
- References will be taken up BEFORE employment commences and an offer of employment will be subject to satisfactory references. One of the references MUST be from the current or most recent employer.
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted. Referee addresses and email addresses must be linked to the place of work and not be home communications.
- All qualifications will be checked against actual certificates (photo copies are not acceptable) and copies taken for the successful candidate's personnel files.
- If the post gives the employee, access to working with children or vulnerable adults an Enhanced DBS clearance may be required before any offer of employment is made.

Induction:

- For all new staff, a clearly written and structured induction programme is in place. The programme includes shadowing/handover training and opportunities to read and discuss the Council's policies and procedures.
- Throughout the induction/probationary period, all new staff members will receive regular meetings with their line manager to discuss how it is going and identify any further training and development needs.