

## **GENERAL REQUIREMENTS**

### **Office Administrator (Financial Support)**

#### **Salary**

The post is graded on an incremental scale, subject to satisfactory performance, as follows;

Grade 3

SCP 15	£ 16, 772
SCP 16	£ 17, 169
SCP 17	£ 17, 547
SCP 18	£ 17, 891

**Permanent Contract** – 37 hours per week

#### **Terms and Conditions**

The appointment will be subject to the terms and conditions laid down in the NJC for Local Government Services as supplemented by local agreements and by the rules of the organisation.

#### **Annual Leave**

The post attracts an annual leave entitlement of 21 days per year plus public holidays. This entitlement increases to 25 days per year plus public holidays after 5 years' service.

#### **Pensions**

Tavistock Town Council is an "Admitted Body" to the Local Government Career Average Pension Scheme.

#### **Location**

The post will be based in Tavistock Town Council's Office in Drake Road, Tavistock.

#### **Probationary Period**

The appointment is subject to a six month probationary period.

#### **Notice to Terminate Employment**

The post holder is required to give 1 month's notice of the termination of their employment. The minimum period of notice to which the post holder is entitled is one month, increasing after four years' service by one week for every subsequent year up to a maximum of 12 weeks.

**Interview Date**

It is anticipated that Interviews will be held week commencing 13<sup>th</sup> March 2017.

**Equal Opportunities Policy Statement**

Tavistock Town Council is fully committed to the development of policies to promote equal opportunity employment. Its equal opportunity policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, marriage/civil partnership, pregnancy and maternity, gender reassignment, sexual orientation, race (including ethnic origin, colour, nationality and national origin), religion or belief.

The Council believes that this policy will ensure that the talents and resources of its employees and potential employees will be utilised to the full.