



St. Anne's on the Sea Town Council

West Lodge, 5 St George's Road, St Anne's on Sea Lancashire FY8 2AE
Town Clerk Kevin Martin 01253 781124
Email townclerk@stannesonthesea-tc.gov.uk

JOB VACANCY

Administration and Support Officer (part time 25 hours per week)

Salary: SCP 6 £19,698 per annum pro-rata

St. Anne's on the Sea Town Council is looking to recruit an additional member of staff to support the Town Council's administrative functions and assist with a range of activities delivered by Councillors and staff.

Based in St Anne's Town Centre, currently at West Lodge, the post holder will primarily be expected to provide front of house cover during office opening hours. This will involve dealing with face-to-face customers, handling telephone calls and responding to any contact via social media, emails and the Council's website.

The postholder will also be expected to provide support to colleagues in the office on a wide range of administrative tasks and to actively assist at Council activities/events.

The post is part time (25 hours per week) which would normally be worked Monday to Friday and include the core hours of 9 am to 1 pm. However some flexibility will be required to support Council activities and events. This will include some limited weekend and evening working for which appropriate adjustments will be made.

Possession of a driving licence and access to a vehicle would be an advantage for carrying out tasks within the town but is not essential. Mileage payments will be made for any business travel subject to the postholder being insured for business use.

The post is for a fixed period of three years and is subject to the satisfactory completion of a probationary period of 6 months. The post is also eligible for membership of the Local Government Pension Scheme.

An application pack is available:

- On the Council's website www.stannesonthesea-tc.gov.uk
- By emailing townclerk@stannesonthesea-tc.gov.uk
- By calling 01253 781124 and leaving your name and email address

For an informal chat about the post please contact the Town Clerk on 01253 781124 or email townclerk@stannesonthesea-tc.gov.uk if you require any further information.

Please note CVs are not accepted.

The closing date for applications is Friday 13th August 2021



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Town Clerk Kevin Martin 01253 781124

Email townclerk@stannesonthesea-tc.gov.uk

JOB DESCRIPTION

Post Title:	Administration & Support Officer (25 hours per week)
Accountable to:	Town Clerk
Responsible for:	N/A
Salary Grade:	SCP 6 currently £19,698 per annum pro-rata
Job Summary:	<p>To support the Clerk and other officers in the day-to-day operation of the reception and the general office</p> <p>To support all administrative aspects of the Council's services, activities, and events</p> <p>To create, prepare, input, maintain and use data to support the effective use of the Council's main software systems covering finance, allotments, and events</p> <p>To carry out a range of administrative support work and deal with a wide range of queries from the public and Town Councillors about the business of the Council and partner organisations</p>
Functional Relationships:	<p>Town Clerk for general direction and leadership</p> <p>Responsible Finance Officer for guidance, advice and support with day-to-day duties</p> <p>The Town Council's Chairman/Mayor for support with Mayoral activities</p> <p>Town Councillors for assistance with information and queries</p> <p>External customers and representatives of partner organisations</p>

Key Responsibilities:

To undertake a wide range of administrative tasks related to the operation and delivery of all aspects of the Council as a business.

This will include administrative tasks relating to allotments, business activity, finance related matters, agendas and meetings

To use, maintain and update records on the Council software systems

To have a general duty of care towards matters relating to the Council's day-to-day business activities

To assist with the maintenance of Council records (both electronic and manual)

To keep up to date with Council business through reading of minutes

To assist with the co-ordination of the Town Council's Chairman/Mayor's diary and engagements.

To give support, where appropriate, to all Ward Councillors to help promote suitable non-Mayoral events generally within their Council wards.

To assist with all aspects of the Council's involvement in public events

To assist with aspects relating to the use and occupation of West Lodge

To support the Council's meetings. Attending meetings, taking notes and carrying out actions relevant to the grade

To support project and research work as required

To assist with the use and development of the Council's website and social media accounts

Other responsibilities:

To assist with incoming phone calls, post, and visitors to the office

To stand in for absent office colleagues on matters in the normal Council schedule

To observe and work in line with any regulations and legislation that might reasonably be expected e.g. Health and Safety, Fire, Equality & Diversity, Human Rights, Data Protection

To carry out, subject to the requirements of the Clerk, evening & weekend work e.g. minute taking at Council meetings and attendance at Council events for which notice will be given and time off in lieu given

To undertake any training as required and contribute generally to the development of the Council's activities

Administration and Support Officer Job Description – July 2021



St. Anne's on the Sea Town Council

West Lodge, 5 St George's Road, St Anne's on Sea Lancashire FY8 2AE

Town Clerk Kevin Martin 01253 781124

Email townclerk@stannesonthesea-tc.gov.uk

PERSON SPECIFICATION

Post title: Administration & Support Officer (part time 25 hours per week)

Post No: STC4

Grade: SCP 6 currently £19,678 pro-rata

Date: July 2021

E = ESSENTIAL, D = DESIRABLE (Weighting 1 to 3, 3 being highest) for applicants to meet relevant standard

SELECTION CRITERIA

CRITERIA	STANDARD	E/D	MEASURED BY OR WHERE DEMONSTRATED
A. Work experience	Demonstrable experience of working in a customer facing office environment	E	Application and Interview
	Experience of using Microsoft Office and Windows based software and social media applications	D3	Application

B. Knowledge	An understanding of the role and functions of Town Councils	D1	Application and Interview
	Awareness of confidentiality relating to the Council's and customers data	D3	Application and interview
	An understanding of procedures relating to health & safety plus equality & diversity	D3	Application and interview
C. Specific skills	Good keyboard, oral and written communication skills	E	Application and interview
	Ability to prioritise and work on own initiative and ensure tasks are completed with limited supervision	D3	Application and interview
	Ability to adapt behaviours to each situation when dealing with customers, residents, stakeholders and Councillors	D3	Application and interview
D. Qualifications	5 GCSEs (or equivalent) Grades A-C	D3	Application
E. Attitude	Proven capability to work with colleagues as part of a team	E	Application and Interview

	To take pride in working for St. Anne's on the Sea Town Council	E	Interview
	Ability to respond positively to requests from councillors and colleagues	E	Interview
	Ability to establish and build effective working relationships with a range of stakeholders	E	Interview
F. Other	To have a flexible approach to working arrangements	E	Interview
	To be willing to work out of normal office hours	E	Interview
	To be always smart and presentable in appearance	E	Interview
	Willingness to undertake appropriate training when required	E	Application
	Possession of a full driving licence and access to a vehicle	D3	Application

Administration and Support Officer Person Specification – July 2021



Application for Employment

Please read the information and guidance notes before you complete this form.

SECTION A	Job Details	
Job applied for:		
Please state where you saw the job advertised:		
Job Reference Number:		

SECTION B	Personal Information		
Surname:			
First Name:			
What title do you use? (For e.g. Mr/Mrs/Miss/Ms/Dr):			
Address (including post code):			
How may we contact you quickly:	Daytime	Evening	
Telephone Number:			
Mobile Number:			
Email Address: This address may be used to contact you during the recruitment process.			

SECTION C	Current or most recent Employment/Voluntary Work		
Name and address of organisation:	Job held:	Current Salary/Pay Rate:	
	Date of appointment:	Length of notice:	
Brief summary of duties and responsibilities:			
Are you currently in employment? Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, please state the date when last employment ended and the reason:		

SECTION D	Educational and Professional/Specialist Qualifications	
<p>Please list details relevant to this post, in chronological order. If short listed, you will be required to bring proof of these qualifications to interview. (Please use an additional sheet if necessary)</p>		
Name and address of School, College or University attended:	Qualifications: (for example NVQ, GCSE, A level, Degree)	Grade/Result received:

SECTION E	Training relevant to this post. (Please use an additional sheet if necessary)	
Name of Organisation:	Name of specialist training courses:	Result received:

SECTION F	Employment History
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Please give details of your full employment history starting with the most recent. You must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education; without any gaps. (Please use an additional sheet if necessary)

Organisation's name and address:	Your role:	Reason for leaving:

Please give details and reasons of any gaps in work history:

Please give the total number of days sickness absence from work in the last 2 years:

SECTION G**Additional Information**

With this application form you will have received a person specification describing the skills and attributes we require for the job for which you are applying. Please take this opportunity to explain how you meet each of the requirements of the job. It will help the short listing process if you address each area of the person specification separately, preferably using sub-headings. Please provide examples to illustrate your knowledge, skills, and experience.

(Please use an additional sheet if necessary)

SECTION H	References
<p>Please give the names of two referees who can provide professional or educational references (not character). The first must be from your present or last employer/voluntary organisation, if applicable.</p> <p>The person you name must hold a managerial or personnel position in that organisation and have access to your records.</p> <p>If you do not give permission for your current employer to be contacted before interview, please provide us with an additional relevant referee to allow for two references to be available to the interviewing panel.</p> <p>If you are unable to provide your employer's details for reference purposes at that time your application will not be pursued further.</p> <p>In the event that you are not currently employed we will require details from your last employer.</p> <p>The referees provided will be asked if you have any live disciplinary offences and also about any 'time expired' disciplinary offences where they relate to children. They will also be asked if you have been subject to any child protection or vulnerable adult protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.</p> <p>PLEASE NOTE THAT Saint Anne's on the Sea Town Council reserves the right to ask you for permission to contact a referee from any organisation you have been associated with. This can be in addition to, or instead of, the names you supply.</p>	

Referee from Present or Last Employer/Voluntary Organisation			
Referee Name:		Job Title:	
Address (including postcode):		Telephone Number:	
Email Address:		I agree to this reference being taken prior to any interview:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Second Referee			
Referee Name:		Job Title:	
Address (including postcode):		Telephone Number:	
Email Address:		I agree to this reference being taken prior to any interview:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Additional Referee			
<p>Please provide an additional referee below if we are unable to contact your present employer prior to interview.</p>			
Referee Name:		Job Title:	
Address (including postcode):		Telephone Number:	
Email Address:		I agree to this reference being taken prior to any interview:	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION I	Further Information	
1.	Your job may require you to travel around the town, would this present any difficulty for you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Are you subject to any legal restrictions in respect of your employment in the UK? You will be required to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Are you, to your knowledge, related to or have a close relationship with any Member or Officer of the Town Council?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	If you were appointed is there any other employment that you would wish to continue?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If you have answered 'yes' to questions 1, 2, 3, 4 on the previous page please give details below:</p> 		
5.	The post you are applying for is not exempt from the 'Rehabilitation of Offenders Act 1974'. You will be required at Interview stage to declare if you have ever been convicted of a criminal offence which is not 'spent' under the Rehabilitation of Offenders Act 1974? Do you understand the above and agree to declare this information?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION J	Declaration	
<p>I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it, is correct.</p> <p>I understand that any subsequent contract of employment with the Council will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed.</p> <p>Signature: _____ Date: _____</p> <p>If you lobby Councillors or employees of the Town Council, either directly or indirectly, in connection with your application you will be disqualified.</p>		

<p>Data Protection Act 1998:</p> <p>Assurance of Fair Processing:</p> <p>We will hold on computerised records the details you supply on this and related forms. This will allow us to provide pay, human resources and related services if we employ you. We may disclose these details to organisations or individuals with whom we consult regarding human resource related matters.</p> <p>We will safeguard personal details and will not divulge them to any other individuals or organisations for any other purposes.</p>
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Please return your completed application form to: Town Clerk, West Lodge, 5 St George's Road, St Anne's on Sea, Lancashire, FY8 2AE, or via email to townclerk@stannesonthesea-tc.gov.uk

Monitoring Equality and Diversity in Employment

This section of the application form will be detached from your application form and will be used solely for monitoring purposes and for verification of identity; we will not make this information available to those involved in the selection process for the job you are applying for.

Saint Anne's on The Sea Town Council recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We have an Equal Opportunities Policy which aims to make sure that we treat everyone fairly.

To help us monitor this Policy, please answer the questions below. In order for your application to be considered completion of Section A is required. Completion of Section B is at your discretion.

SECTION A		
Your full name:	Title:	Date of Birth:
Gender: (please specify)	National Insurance Number:	
Other names you have been known by:		
Please state where you saw this post advertised:		

SECTION B							
a) Ethnic Classification Which of the following groups do you feel best describes your ethnic origin?							
Asian/Asian British	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Other Asian background Please specify
Black/Black British	Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>	Please specify background
Chinese or other Ethnic	Chinese	<input type="checkbox"/>	Any other Ethnic group			<input type="checkbox"/>	Please specify Ethnic Group
Mixed	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
White	British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Any other Mixed background	<input type="checkbox"/>	Please specify background
b) Disability The Disability Discrimination Act defines disability as 'a physical or mental impairment which has a substantial and long term effect on the person's ability to carry out day to day activities'.							
Do you consider yourself to have a disability under the Disability Discrimination Act 1995? (Please select Yes/No as appropriate)						Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered 'yes' please complete the form overleaf.							
c) Sexual Orientation: Which of the following do you feel best describes your sexual orientation?							
Lesbian	<input type="checkbox"/>	Gay	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>
d) Religion/Faith/Belief: Which of the following groups do you feel best describes your religion/faith/belief?							
Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	No Religion	<input type="checkbox"/>	Other please specify	



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Address (including post code):			
How may we contact you quickly:	Daytime	Evening	
Telephone Number:			
Mobile Number:			
Email Address: This address may be used to contact you during the recruitment process.			

SECTION C	Current or most recent Employment/Voluntary Work		
Name and address of organisation:	Job held:	Current Salary/Pay Rate:	
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<p>I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it, is correct.</p> <p>I understand that any subsequent contract of employment with the Council will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed.</p> <p>Signature: _____ Date: _____</p> <p>If you lobby Councillors or employees of the Town Council, either directly or indirectly, in connection with your application you will be disqualified.</p>	

<p>Data Protection Act 1998:</p> <p>Assurance of Fair Processing:</p> <p>We will hold on computerised records the details you supply on this and related forms. This will allow us to provide pay, human resources and related services if we employ you. We may disclose these details to organisations or individuals with whom we consult regarding human resource related matters.</p> <p>We will safeguard personal details and will not divulge them to any other individuals or organisations for any other purposes.</p>
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Gender: (please specify)	National Insurance Number:
Other names you have been known by:	
Please state where you saw this post advertised:	

SECTION B	
a) Ethnic Classification Which of the following groups do you feel best describes your ethnic origin?	
Asian/Asian British	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Asian background Please specify
Black/Black British	<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background <input type="checkbox"/> Please specify background
Chinese or other Ethnic	<input type="checkbox"/> Chinese <input type="checkbox"/> Any other Ethnic group <input type="checkbox"/> Please specify Ethnic Group
Mixed	<input type="checkbox"/> 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
White	<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other Mixed background <input type="checkbox"/> Please specify background
b) Disability The Disability Discrimination Act defines disability as 'a physical or mental impairment which has a substantial and long term effect on the person's ability to carry out day to day activities'.	
Do you consider yourself to have a disability under the Disability Discrimination Act 1995? (Please select Yes/No as appropriate)	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered 'yes' please complete the form overleaf.	
c) Sexual Orientation: Which of the following do you feel best describes your sexual orientation?	
<input type="checkbox"/> Lesbian	<input type="checkbox"/> Gay Man <input type="checkbox"/> Bisexual <input type="checkbox"/> Heterosexual <input type="checkbox"/>
d) Religion/Faith/Belief: Which of the following groups do you feel best describes your religion/faith/belief?	
<input type="checkbox"/> Buddhist	<input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/>
<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh <input type="checkbox"/> No Religion <input type="checkbox"/> Other please specify



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Town Clerk Kevin Martin 01253 781124

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BACKGROUND INFORMATION

St. Anne's on the Sea has a population of 27,105 residents (from Census 2011) and is located on the Fylde peninsular, 5 miles south of Blackpool. It is located adjacent to the sea and has high visitor numbers during the summer months.

However, St. Anne's is more than a seaside town, local residents and businesses have a strong sense of community which is actively supported by St. Anne's on the Sea Town Council.

St. Anne's on the Sea Town Council was formed in 2005 and since that time has grown considerably. The Council undertakes a wide range of services, projects and events; some of these include Christmas Lights management, Town Centre signs, bunting and banners, allotments, gateways improvements, blue plaques and includes supporting many community groups and organisations.

The Town Council has a budget of approximately £250,000 with 12 Councillors and a team of 4 officers who are currently based at offices at West Lodge, 5 St Georges Road, St Anne's on the Sea.

The Council intends to grow and develop, building on what has already been achieved; this includes aspirations to provide additional services in the future. The Council also wishes to continue the growth of events within the town, support local businesses and community groups and to work closely with the principal authority at Fylde Borough Council for the benefit of the whole town.

July 2021