

Important Information about the Job and your Application

JOB TITLE	Town Clerk
SALARY	<p>Salary band LC2 between spinal points 27 (£33,820) – 31 (£37,261) depending on experience and qualifications:</p> <p>Pro rata based on 28 hours per week:</p> <p>27 £25,593 = £17.58 per hour</p> <p>31 £28,197 = £19.37 per hour</p>
LOCATION	Watchet Visitor Centre, Harbour Road Street, Watchet, TA23 0AQ
HOURS OF WORK	<p>Normally the working week is 28 hours:</p> <p>Monday to Thursday 9.00am to 4.00pm based in the Council Office</p>
CONTRACT	The contract offered is officially a 2-year fixed term contract with a view to a permanent position
PROBATIONARY PERIOD	The appointment will be subject to a probationary period of 6 months.
PENSION	Enrolment on the Local Government Pension Scheme (LGPS) will be offered.
LEAVE	<p>The annual leave for this post will be the statutory allocation of 22.4 days per annum, pro rata</p> <p>The annual leave year starts on 1 April or 1st of the month in which contract commences</p>
NOTICE PERIOD	Following successful completion of the probationary period, this post will be subject to a notice period of one calendar month initially
DISABILITY DECLARATIONS	Applications for all vacancies are particularly welcome from people with disabilities. Watchet Town Council has a policy for short listing for interview all disabled applicants who meet the essential requirements of the post (as detailed in the Person Specification enclosed)