



**SELBY TOWN COUNCIL  
APPOINTMENT OF ADMIN OFFICER (18 Hrs)  
RECRUITMENT HANDOUT**

## **1. INTRODUCTION**

Thank you for responding to the Town Council's advertisement for the above post.

We hope you find the information in this Recruitment Handout interesting and helpful for you in deciding to apply. It is intended to supplement the advert, job description and person specification but does not form part of any subsequent contract of employment. The information is arranged as follows:

- Profile of the Town Council
- Role of the Admin Officer
- Key terms and conditions of employment
- Application and selection process

We are also enclosing the following documents with the Handout: -

- Two versions of the application form (if applying by email), word and pdf
- An Equality & Diversity Form
- A GDPR Consent Form
- Job application guidance notes, to assist you in completing the application form

If you have any questions on anything in this Handout, the role, recruitment process and selection arrangements and/or just require any further information before applying, please contact: -

Gill Bell, Town Clerk at [g.bell@selbytowncouncil.gov.uk](mailto:g.bell@selbytowncouncil.gov.uk) or call 01757 708449

If as a result of a disability or impairment you would like us to make any special arrangements concerning the completion of your application form or attending an interview, please let us know.

## **2. PROFILE OF THE TOWN COUNCIL**

Selby Town Council represents residents directly at Town level and can “precept” – raising a council tax each year to improve local facilities and services for the community.

Selby Town Council is currently responsible within the parish of Selby Town area for:

-

- 4 play areas
- Cemetery
- Allotments
- The Town Hall
- The 1811 Building
- Arts Programme
- Noticeboards
- Street furniture
- Markets
- Some streetlights
- Christmas Lights
- Selby In Bloom

Selby Town Council also manages Selby Community Centre, Scott Road Community land and Bondgate Woodland on behalf of Selby Community Trust.

The Town Council also runs community events throughout the year including: -

- Food and Drink Festival
- Family Fun Day
- Community Bonfire and Fireworks
- Christmas Market and Light Switch On
- Farmers and Craft Markets
- Remembrance Day

The Council is made up of 18 Councillors from which a Chairman (Mayor) and Vice Chairman (Deputy Mayor) is elected at Annual Council each year in May.

The work of the Council is managed by the Town Clerk supported by administrative and maintenance staff. Further details can be found on our website –

[www.selbytowncouncil.gov.uk](http://www.selbytowncouncil.gov.uk)

The Council currently employs, in addition to the Town Clerk and this post, 11 other members of staff who are based either in the Town Hall, the 1811 Building, Cemetery or work across our various sites. All staff are expected to work as a team to deliver the Council's services to the required standard.

## **3. ROLE OF ADMIN OFFICER (PART TIME)**

The job description and person specification for this part-time post with Selby Town Council reporting to the Town Clerk, is enclosed with this Recruitment Handout.

These set out in more detail the purpose and main duties of this role along with the key attainments, knowledge, qualities, attitudes, skills and abilities required of the successful applicant for the post.

## **4. KEY TERMS AND CONDITIONS OF EMPLOYMENT**

### **General**

The employment will be on a permanent basis. The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service (the “Green Book”) except where varied by the Council

### **Salary**

The salary scale for the post is set at NJC salary range 7-11 £25,584 - £27,269 p.a. The salary is subject to any revisions agreed nationally as a result of pay negotiations which are usually effective from 1 April.

### **Working hours and working week**

The Town Hall core hours are open to the public Monday to Thursday from 10am to 4pm.

Your normal working week will be 18 hours per week, (minimum 3 days each week). The actual days and hours worked per day can be agreed upon appointment. The Town Council operates a flexi-time policy. Occasionally attendance at evening meetings will be required for which time off in lieu will be granted. Occasional weekend working at events will also be available for which overtime will be paid.

It is a term of employment that you comply, whenever possible, with any reasonable requests by the Council, temporarily to work additional hours. You are required to complete the duties and responsibilities of the post subject to normal management control and appropriate recording, which will entail the completion of a monthly time record for submission to the Town Clerk. The Council conforms to the relevant terms of the Working Time Regulations.

### **Annual leave**

Your annual leave entitlement is 26 days pro-rata (31 days pro-rata after 5 year’s local government continuous service) plus bank and public holidays and two extra statutory days.

### **Pension**

You will be entitled to join the Local Government Pension Scheme which is a joint contributory scheme. The Town Clerk will provide details if you are appointed.

### **Probation**

Confirmation of the appointment will be subject to the satisfactory completion of a period of probationary service of six months. During this probationary period your performance will be monitored, and you will be expected to establish your suitability for the post. Appropriate support, training or assistance will be given. Successful completion of the probationary period will be confirmed in writing.

### **Pay method**

Salary is paid monthly by credit transfer to a bank or building society of your choice.

### **Work Location**

The post is based at the Town Hall, York Street, Selby, YO8 4AJ, but attendance at the other locations may be required on occasions.

### **Expenses**

A car mileage payment is payable for authorised journeys in connection with the job or approved training or other attendances.

### **Other terms**

You will be required to operate within the Town Council's policies and procedures.

## **5. APPLICATION AND SELECTION PROCESS**

### **Selection Schedule**

The outline recruitment and selection timetable is as follows: -

- Application closing date                      Monday 17 March at 4pm
- Shortlisting                                        Tuesday 18 March
- Interviews                                         Monday 24 March

The interviews will be held at the Town Hall, York Street, Selby, YO8 4AJ

This outline timetable for the selection process is subject to amendment to suit circumstances but if you are short listed you will be advised of any material change to this timetable.

### **Application and shortlisting procedure**

Applications must be made by completing the Application Form provided and you should complete all sections of the form. CV's will **NOT** be accepted as an alternative to the Application Form but may be attached along with any supplementary information or documents in support of your application.

Shortlisting will be based on the information provided in your Application Form and you should therefore address in particular the requirements of the Job Description and Person Specification for the post and ensure your relevant experience, knowledge, skills, qualifications and personal style are clearly described to give you the best opportunity in the short-listing assessment process. Guidance notes have been provided to assist in the completion of the Application Form. If appointed, you will be required to show documentary proof of any qualifications you may claim to hold.

When completed your Application Form should be **emailed to** the Town Clerk, Gill Bell at [g.bell@selbytowncouncil.gov.uk](mailto:g.bell@selbytowncouncil.gov.uk) or **posted** and marked as: -

Private and Confidential  
Town Clerk  
The Town Hall, York Street, Selby, YO8 4AJ

To arrive by Monday 17 March 2025 at 4pm.

**Selection Process**

Only successful candidates will be notified of selection for interview. All applications will be considered and assessed for competence and suitability for the post and scored using a shortlisting grid.

It is expected that the interviews will take place on Monday 24 March 2025 and will be held at the Town Hall.

**References**

If you are shortlisted, references may be applied for in advance of the interview unless you indicate in the Application Form that you do not give the Council permission to do so.

**Equal Opportunities**

The Council wholeheartedly supports the principle of equal opportunities in employment opposing all forms of unlawful and/or unfair discrimination whether on grounds of any protected characteristic in accordance with the Equality Act 2010. We aim to appoint therefore purely on merit and suitability for the post on offer. You are invited to complete and return the enclosed Equality and Diversity Monitoring Form and return it with your completed Application Form. The completed form will be regarded as strictly confidential, kept separately from and in no way used or affect the outcome of your application for employment.

**Further Information**

We hope that the information contained in the Recruitment Handout is helpful and sufficiently thorough to enable you to submit your application which we look forward to receiving.

However, if you have any questions on the information in the Recruitment Handout or any aspect of the appointment or the recruitment process, please do not hesitate to contact the Town Clerk as set out in this Handout

## **SELBY TOWN COUNCIL JOB APPLICATION GUIDANCE NOTES**

The information you give in your application is all that will be used to determine whether or not you should be interviewed for the post. **CVs alone are not accepted.** It is vitally important that your application form contains all the information that is necessary to secure an interview. The following may be of assistance to you.

**Acquaint yourself with the Application Form.** If you would prefer, the form can be filled in electronically. Do not hesitate to ask for an electronic version.

**Read through the Job Description and the Person Specification.** The Job Description is a summary of the tasks that you will have to undertake, and the Person Specification lists all the criteria by which the council will measure every applicant. Make sure your application form addresses both documents to maximise your chance of being called for interview.

### **Completing the Application Form**

-If you are submitting a written application, please use black ink. Fill in the factual sections first. Provide all the personal information that is asked for i.e., name, address, telephone number etc.

-Applications that have been requested by e-mail **must** still be forwarded to Selby Town Council by post or by hand delivery.

-Take time to fill in the application form. Why not prepare a draft application on a separate piece of paper? By taking time, your application will be free of mistakes, possible repetition and ensure that the final version is well presented, informative and a real reflection of you.

-Please provide as much information as possible about how you can be contacted (telephone numbers, e-address etc)

-Under previous employment, please work back in time. If you have more employers than there is space for, please include the information on a separate piece of paper but indicate you have done so on your application form.

-Your educational record should be recorded sequentially i.e., start with school and move onwards in time. If you hold any professional qualifications, please list them even if you feel they are not relevant to the position for which you are applying. List any training you have undertaken (this can include in-house training with former employers).

-Make the fullest use of the section in which you are asked to provide information about why you wish to apply for the post on offer. Link your experiences to the Job Description and the Personal Specifications. Tell us about any skills you may have. Remember, experiences gained elsewhere (e.g., voluntary work, sporting activities, family life) are all transferable and therefore valid. Please feel free to use additional sheets of paper if needed

-Think carefully about who you would like to act as your referees. It is preferable to provide at least one present, or recent, employer although the council recognises that this may not always be possible where an applicant is commencing or re-joining working life. It is the council's practice that references will only be taken up if you are offered the post although there may be instances where it is necessary to do this in advance. Any appointment will be subject to the receipt of suitable references.

-Please tell us the earliest date when you could commence employment with the council.

-Do not forget to sign the application form and date it. We will not be able to process your application if this is not done.

-Remember to allow enough time for your application to be delivered by post. The application states when completed forms must be returned by.

-Only hard copy applications will be considered.

#### **Additional documentation**

-Some positions with the council are such that there is a need for a Disclosure and Barring Service (DBS) check to be carried out. This may even involve seeking an enhanced disclosure. ***If this applies to the vacancy you are applying for, you will have been informed of this in the application pack that has been sent to you.***

**-Please ensure you complete the GDPR Consent Form, without that consent the Council will not be able to process your application.**

-Applicants are asked if they would be kind enough to complete the Equal Opportunities Monitoring Form which assists the council monitor its recruitment.

#### **General points**

-Keep your information concise and to the point

-Make a copy of your application form. You are free to refer to this in your interview.

-It is the council's practice not to inform candidates if they have not been called for interview, however if an email address is provided, unsuccessful interview candidates will be informed by this medium

-Candidates called for interview, but who have been unsuccessful, can be provided with feedback if is requested.

**We look forward to hearing from you**

# SELBY TOWN COUNCIL

## PART TIME ADMINISTRATION OFFICER

**SALARY SCP 7 - 11 (£25,584 to £27,269) PRO RATA - 18 HOURS PER WEEK**

### **JOB DESCRIPTION**

#### **Accountability**

Responsible to the Town Clerk and ultimately, to the Town Council.

#### **Job Purpose**

To provide a comprehensive clerical and administrative service to the Town Clerk's Office.

#### **Duties**

##### 1. Allotments

- 1.1 Manage the Council's four allotment sites including monthly site meetings;
- 1.2 Correspond with the tenants and attend tenants meetings to discuss issues;
- 1.3 Liaise with other organisations when problems occur;
- 1.4 Meet with the Facilities Manager to plan projects to clear areas, cut back footpaths and other related matters with regard to all four allotment sites.

##### 2 Events

- 2.1 Assist the Market/Events Manager and Deputy Clerk with the organisation of all Town Council markets and events.
- 2.2 Assist (when available) with Civic Occasions, functions and Special Events.

##### 3 Office and Administration:

- 3.1 Deal with members of the public in person and by telephone on all matters relating to Town Council business;
- 3.2 Taking card payments over the telephone and at the counter;
- 3.3 Maintenance of electronic and manual filing systems;
- 3.4 Assist with incoming/outgoing postal system.

##### 4 Cemetery:

- 4.1 Assist with the acceptance of burials and taking funeral bookings as and when required.

##### 5 Selby In Bloom

- 5.1 Assist the Deputy Clerk to coordinate the annual Selby In Bloom project.



- 6 Mayor
- 6.1 Give secretarial support to the Mayor;
- 6.2 Arrange and diarise meetings and events for the Mayor.

This list is not exhaustive and it is expected that the post holder would agree within reason and availability to completing other duties, as and when required, which may reasonably be expected by the Town Council.

## **PERSON SPECIFICATION**

### **Essential**

1. Excellent, well organised, administrator
2. Good team worker
3. Ability to work flexibly
4. Ability to prioritise work in a busy environment
5. Understanding of limits of own knowledge and responsibility, together with willingness and ability to learn
6. Proven verbal and written communication skills
7. Confident and diplomatic.
8. Confident in the use of IT, in particular Microsoft 365.
9. Understanding of the functions of the Town Council.
10. Commitment to equal opportunities and willingness to work within policies

### **Desirable**

1. Experience of working in Local Government would be an advantage, but not essential. A confident, competent and flexible attitude is most important.

# APPLICATION FORM

## Private and Confidential

Please complete all sections in full, in **black** ink or typescript

### Personal information

Post applied for:	
Full Name:	
Address:	
Telephone Number (home or mobile):	
Telephone Number (work):	Can you be contacted at work?
E-mail address (optional):	

### Employment

Present/most recent employment: (please indicate whether or not you are still in employed)		
Name and address of employer	Position held	Summary of duties
Previous employment (please give your latest employment first and explain any periods not accounted for. Continue on a separate sheet of paper if needed)		
Name and address of employer	Position(s) held	Summary of duties

**Education**

School/college/ university/further education	Subjects studies	Results/grades

Professional qualifications:
Other qualifications and training relevant to this post:

**General**

Are you entitled to work in the United Kingdom?
Have you any criminal convictions you should disclose? If so, please give details (other than for spent convictions under the Rehabilitation of Offenders Act 1974, see explanatory notes)

Please use this space to explain why you are applying for this post and to give any additional information you feel may be relevant to your application. Please include any voluntary/social/sports or statutory activity where skills and experience have been gained that may assist you in your application. You may continue on a separate sheet of paper if necessary. <b>You are advised to use the Job Description and Person Specification as an indicator of the skills, experience and attributes that are required.</b>
--

**References:**

Please give the name, address and telephone numbers of two referees. At least one should be a present or most recent employer. Please indicate in what capacity you know the referees.

Name:	Name:
Position:	Position:
Address:	Address:
Post Code:	Post Code:
Telephone number:	Telephone number:
Capacity:	Capacity:

May references be taken up prior to interview (please indicate)?
When would you be available to take up appointment?

**Please check that all sections of this application form have been completed.**

**Declaration:**

I hereby declare that, to the best of my knowledge, the information given on this form is correct and complete and can be treated as part of any subsequent Contract of Employment. I understand that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed, disciplinary action may be taken which may result in dismissal. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.

Signed: ..... Date: .....

**Please return this form to Selby Town Council, Town Hall, York Street, Selby, YO8 4AJ or email it to [g.bell@selbytowncouncil.gov.uk](mailto:g.bell@selbytowncouncil.gov.uk) by 4pm, on 17 March 2025**

**Interviews will be held on 24 March 2025, if you have not been invited to interview by that date, you may assume that your application has been unsuccessful.**

**FOR OFFICE USE ONLY:**

Received	<input type="text"/>	Decision	<input type="text"/>
Interview	<input type="text"/>	Decision	<input type="text"/>

## Selby Town Council

### General Data Protection Regulation – Consent Form for Job Applicants

In May 2018 the law changes about how councils record, store and use individuals' personal data. The General Data Protection Regulation (GDPR) will govern how we manage data.

We need to collect and hold data about you to enable us to process your job application. GDPR places an obligation on employers to tell job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

We are not planning to transfer your data outside the European Economic Area.

#### **Your consent is requested**

We would like your consent to hold personal and special data about you in order that we can process your employment application.

Your application will be manually examined by those appointed by the Council for the purpose of shortlisting; interviewing and appointing.

The data we wish to obtain and hold (a range of examples provided, but not limited to):

	<b>Type of data</b>	<b>Why we wish to hold it</b>	<b>How long it will be kept for</b>
<b>1</b>	<b>Personal data</b>  Your personal address and other contact details.	This will allow us to communicate with you.	Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months or, if a job offer is made, a more comprehensive GDPR consent form will be issued
<b>1</b>	<b>Recruitment data</b>  Previous employers; Types of job held at other employers; Previous salaries; Skills and qualifications obtained.	This will enable us to make a decision on your suitability for employment.	Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months or, if a job offer is made, a more comprehensive GDPR consent form will be issued
<b>2</b>	<b>Ethnic monitoring data</b>  We may gather anonymous data relating to protected characteristics under the Equality Act 2010	We use this data to understand the diversity of our workforce and job applicants and to positively inform our recruitment process.	This anonymous data will be kept for the duration of this round of applications and stored for 4 years afterwards.

## Selby Town Council

### Agreement to use my data

I hereby freely give Selby Town Council my consent to use and process my personal data (including sensitive data) relating to my job application (examples of which are listed above).

#### In giving my consent:

I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR);

I understand that I can ask for a copy of my personal data (and sensitive data) held about me at any time, and this request is free of charge;

I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed;

I understand that if I am unsuccessful with my application my data will be destroyed after 6 months;

I understand that I can contact Selby Town Council directly if I have any questions or concerns. The email address is [admin@selbytowncouncil.gov.uk](mailto:admin@selbytowncouncil.gov.uk) and the telephone number is 01757 708449.

I understand that if I am dissatisfied with how Selby Town Council uses my data I can make a complaint to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at [www.ico.org.uk](http://www.ico.org.uk)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# SELBY TOWN COUNCIL

## EQUAL OPPORTUNITIES MONITORING FORM

**Selby Town Council** wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Please return the completed form with your job application.

**Gender** Man \* Woman \* Intersex \* Non-binary \* Prefer not to say \* If you prefer to use your own term, please specify here .....

**Are you married or in a civil partnership?** Yes \* No \* Prefer not to say \*

**Age** 16-24 \* 25-29 \* 30-34 \* 35-39 \* 40-44 \* 45-49 \*  
50-54 \* 55-59 \* 60-64 \* 65+ \* Prefer not to say \*

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

**White**

English \* Welsh \* Scottish \* Northern Irish \* Irish \*  
British \* Gypsy or Irish Traveller \* Prefer not to say \*

Any other white background, please write in:

**Mixed/multiple ethnic groups**

White and Black Caribbean \* White and Black African \* White and Asian \*  
Prefer not to say \* Any other mixed background, please write in:

**Asian/Asian British**

Indian \* Pakistani \* Bangladeshi \* Chinese \* Prefer not to say \*  
Any other Asian background, please write in:

**Black/ African/ Caribbean/ Black British**

African \* Caribbean \* Prefer not to say \*  
Any other Black/African/Caribbean background, please write in:

**Other ethnic group**

Arab \* Prefer not to say \* Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes \* No \* Prefer not to say \*

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

---

**What is your sexual orientation?**

Heterosexual \*      Gay \*      Lesbian \*      Bisexual \*

Prefer not to say \*      If you prefer to use your own term, please specify here

.....

---

**What is your religion or belief?**

No religion or belief \*      Buddhist \*      Christian \*      Hindu \*      Jewish \*

Muslim \*      Sikh \*      Prefer not to say \*      If other religion or belief, please write in:

**What is your current working pattern?**

---

Full-time \*      Part-time \*      Prefer not to say \*

---

**What is your flexible working arrangement?**

None \*      Flexi-time \*      Staggered hours \*      Term-time hours \*

Annualised hours \*      Job-share \*      Flexible shifts \*      Compressed hours \*

Homeworking \*      Prefer not to say \*      If other, please write in:

---

**Do you have caring responsibilities? If yes, please tick all that apply**

None \*      Primary carer of a child/children (under 18) \*

Primary carer of disabled child/children \*

Primary carer of disabled adult (18 and over) \*      Primary carer of older person \*

Secondary carer (another person carries out the main caring role) \*

Prefer not to say \*