**Salary / Grade:** Scale Points 5-8, £18,795 - £19,945

**Hours:**

37 per week (Monday to Friday)

There may be limited flexibility for start and finish times subject to the Town Clerk being satisfied that the organisational requirements can be met

Some evening working will be required – this will most often be on a Tuesday evening and will be arranged in advance.

**Place of Work**

The Council Offices, North Street, Ilminster TA19 0DG. Applicants should note that the offices are located on the first floor and only accessible via stairs

**Terms and Conditions**

The appointment will be subject to the terms and conditions laid down in the National Joint Council for Local Government Services as supplemented by local agreements and by the rules of the Town Council

**Holiday**

21 working days per annum plus bank holidays and 2 extra statutory days;

**Pension**

The post holder will be automatically enrolled in the [Local Government Pension Scheme](https://www.lgpsmember.org/) (<https://www.lgpsmember.org/thinking-joining.php>) but may opt out.

**Period of Notice**

The length of notice which you are obliged to give to the Council in writing to terminate your employment is not less than 4 weeks.

**Pre employment checks**

Any appointment to this role will be subject to a confidential pre-employment medical assessment and the receipt of satisfactory references.

**Probationary Period**

Confirmation of appointment is subject to the satisfactory completion of a six month probationary period.