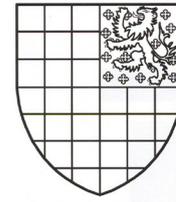


Town Hall
High Street
Lewes
East Sussex
BN7 2QS



**LEWES
TOWN
COUNCIL**

☎ 01273 471469 **Fax:** 01273 480919

✉ info@lewes-tc.gov.uk

🌐 www.lewes-tc.gov.uk

Dear prospective applicant

Vacancy - All Saints Centre Venue Assistant

Thank you for your interest in this vacancy. Below/enclosed you will find an application form together with a job description, and other details which you may find interesting.

The vacancy has arisen following retirement of our current postholder. Should you have any questions before completing an application, or wish to discuss the job, our Centre Manager, Lizzie Zeyfert, can be contacted on 01273 486391 or e-mail her at asclewes@lewes-tc.gov.uk. Please note that her working pattern means that she may not be immediately available, so please leave a message and we will endeavour to contact you.

Please complete the Application for Employment form, together with the Recruitment Monitoring form and return them to this office **to arrive by 5:00pm on Thursday 21st March 2019**. If you have accessed this pack on our website, I regret that you cannot complete these forms on-line; please print them and complete in your own handwriting.

In the interests of economy, we will not acknowledge receipt of individual applications, but please feel free to contact us if you wish to confirm we have received your form.

Applicants short-listed on 22nd March for interviews will be contacted direct, before 5:00pm on Tuesday 26th March, and invited for interview on **Thursday 28th March**.

Should you not hear from us in this regard, please accept our best wishes for your future job-search.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S. Brigden', with a long horizontal flourish extending to the right.

Steve Brigden
Town Clerk



Friars Walk, Lewes

VENUE ASSISTANT

£19,171 to £20,344 per year (37 hrs/wk – flexible shift system)

All Saints is a vibrant and popular community arts and youth centre in the heart of Lewes, the ancient county town of Sussex. The Centre is a lovely early 19th century former church, given to Lewes Town Council in 1981 and now offering a range of facilities for performances and community use. Managed directly since 2001 by the Council, the venue is bustling with a wide range of activities, including theatre; music; dance; circus-skills; cinema; mother-and-tot classes; rehearsals and workshops; and numerous public and private functions. There is a small bar/café area and the building has been subject to considerable refurbishment and updating – a continuing programme.

We are looking for someone to help us operate the Centre day-to-day – keeping it clean, tidy, and in good repair while also assisting customers old and new, and sharing some of the administrative work. Our small team is composed of the Centre manager, the assistant manager and this post, although each works single-handed most of the time. Working times will be agreed according to hirer programmes, usually one month in advance, and include weekends and evenings (included within salary).

This is a rare opportunity to work for the community of Lewes, and we offer friendly, flexible, working conditions. We seek someone with an appropriate background and interest who gets on with whatever needs doing; will take pride in keeping the venue and its equipment clean and tidy and who will remember to order the toilet-rolls!

Further information and application forms from

Lewes Town Council, Town Hall, High Street, LEWES, East Sussex BN7 2QS

Tel: 01273 471469 Fax: 01273 480919 e-mail: info@lewes-tc.gov.uk

Or download from www.lewes-tc.gov.uk



Closing date for applications: Thursday 21st March 2019 **Interviews:** Thursday 28th March 2019.

ADVERTISEMENT PLACED:

Sussex Express 8th March 2019

Misc web links

GENERAL INFORMATION FOR APPLICANTS

for the post of

All Saints Centre Venue assistant – March 2019

Lewes is the ancient County Town of Sussex, and is the administrative centre for the County of East Sussex and of Lewes District. It has a population of approximately 17,000 people, and is the focus of the Eastern end of the South Downs National Park. We are well-placed for transport links with the rest of the region (London Victoria 1 hour by rail – Gatwick Airport 30 mins.) and for France, via the Newhaven - Dieppe ferry services, just a few miles South. Lewes is twinned with Blois, in France, and Waldshut-Tiengen in southern Germany.

Lewes Town Council has eighteen Councillors, and fourteen staff. It is the successor to Lewes Borough Council, which was incorporated in 1881. Currently, full Council meets roughly every five weeks; Planning & Conservation Committee meets every three weeks; and other council business may be delegated to working parties *ad hoc*. We administer recreation areas at The Pells and Lewes Priory, and operate the Town Hall, Malling (Bridgeview) Community Centre, and the All Saints Community Arts & Youth Centre as venues for activities ranging from dance-classes; and toy-libraries, to world-class sculpture exhibitions; weddings; and musical and theatre events of all types. We also influence town planning and tourism, and provide various amenities such as allotments; litter bins; bus-shelters and other street furniture.

This is a time of change in local government, and our Council is facing a bright future in which it may play an even broader role in the affairs of the area.

Working for the Council: The Council is one of the largest 300 of the 10,000 parish/town Councils in England and Wales, with a local council tax precept for 2019/20 of over £1 Million. We are based at the Town Hall, in the High Street, which has been the home of Lewes' local Council since 1893, and have small but comfortable offices with modern facilities. The small service yard at the rear allows some staff parking. There is a small (cosy!) administrative office at All Saints.

We are a fundamental part of the community of Lewes, and work in partnership with many local organizations and the District and County Councils, who both have their own headquarters in Lewes. We still fulfil a traditional ceremonial role in the life of the County, and staff may have the opportunity to join Councillors at a number of civic and social functions throughout the year.

Pay and other conditions of employment are based on the collective agreements made by the National Joint Council for Local Government Services, so far as they are applicable, and the Council's own Standing Orders.

The **ALL SAINTS CENTRE** is in Friars Walk, approximately 1/4 mile from the Town Hall in the heart of Lewes, and is a lovely early 19th century former church (Grade 2 listed) built on the site of a 14th Century original. It was given to the Council in 1981 for use as a community facility. From that time until 2001 the Centre was leased to a Trust, who managed the building; offered a range of facilities for performances and community use, and employed outreach workers in Youth and Arts development.

Managed directly since 2001 by Lewes Town Council, the venue is bustling with a wide range of activities, including theatre; music; dance; circus-skills; cinema; mother-and-tot classes; rehearsals and workshops; and numerous public and private functions. There is a small bar/café area and the building has been subject to considerable refurbishment and updating – a continuing programme.

There is some scope to develop directly-promoted events and performances of all types, while the centre continues to thrive as an extremely popular venue for third-party hire, having a significant number and range of regular users occupying most of the available operating hours, for example:

- ⊕ Lewes' Town Band (LGB Brass) including thriving youth section
- ⊕ East Sussex College arts faculties
- ⊕ Childrens' music & movement
- ⊕ Toy library
- ⊕ Star Group life drawing class
- ⊕ Parent & Toddlers sessions
- ⊕ Dance, fitness, and health classes
- ⊕ Lewes Film Club (World cinema)
- ⊕ Starfish Music Project (youth music concerts)
- ⊕ Musicians of All Saints
- ⊕ After-school and adult Circus-skills workshops
- ⊕ Youth theatre workshops
- ⊕ Literary festivals and performances

Charges are still relatively low compared with small theatres or other similar venues.

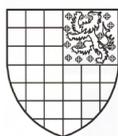
HOURLY RATES			Commercial £	Community £
Main Hall	Fri - Sun	1800hrs – 0000hrs	25.75	19.40
	Mon - Thurs	1800hrs – 0000hrs	21.50	15.95
	Sat - Sun	0600hrs – 1800hrs	21.50	15.95
	Mon - Fri	0600hrs – 1800hrs	14.30	14.30
Small Hall	Fri - Sun	1800hrs – 0000hrs	17.10	12.70
	Mon - Thurs	1800hrs – 0000hrs	14.30	10.60
	Sat - Sun	0600hrs – 1800hrs	14.30	10.60
	Mon - Fri	0600hrs – 1800hrs	10.00	10.00
Operation of third-party bar			40.00	40.00
Use of piano @ re-tuning cost		currently	20.00	20.00
Use of Pipe-organ		Price on application		
Cinema screen and DVD projection		Price on application		

A licence for sale of alcohol is held, although when a bar is offered this is usually operated by a third party.

An architects study on the building was carried out in 2001. The building was found to be in need of some refurbishment and redevelopment to effectively meet its purpose, and this was estimated to cost approximately £225,000 in total (2002 values) although possible to spread this over several years. Priority works (in the areas of fire alarm system and emergency lighting *etc.*) have been completed and over £200,000 has been expended in the years since, while some minor works remain to be done. In 2008 works were completed to refurbish and improve the foyer/bar area and provide new WC's including a dedicated suite for the less-able. In 2012 we installed new seating including a suite of retractable, tiered, seats and plush balcony armchairs. In 2017 we updated sound and lighting systems to provide modern industry-standard facilities for hirers.

A small steering-group of Councillors is charged with oversight of the Centre, and can co-opt additional members from various interested organizations and individuals in the Town. The Centre Manager and Assistant Manager may be involved in this aspect and attend and contribute to meetings.

FOR DUTIES & RESPONSIBILITIES, PLEASE REFER TO JOB DESCRIPTION ENCLOSED



LEWES TOWN COUNCIL

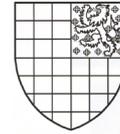
STATEMENT OF PARTICULARS OF EMPLOYMENT AS REQUIRED UNDER THE EMPLOYMENT RIGHTS ACT 1996

Employer:	Lewes Town Council, Town Hall, High Street, Lewes, East Sussex, BN7 2QS Telephone 01273 471469 Fax 01273 480919 e-mail info@lewes.tc.gov.uk
Employee:	TBC
Address:	
Date of Birth:	
Post:	CARETAKER/VENUE ASSISTANT – ALL SAINTS CENTRE
Post Number:	53
Department:	All Saints Centre
Start Date:	
Grade of Post	The post is graded at spinal column point 6 – 9 on the ‘new’ national pay spine, equivalent to £19,171 to £20,344 a year at 1 st April 2019
Pay	Your starting salary will be £ TBC a year, spinal column point TBC . Annual increments are normally paid on 1 st April each year, to the maximum of the scale. Employees appointed between 1 st October and 31 st March will receive their first increment only after completion of six month’s service.
Call Out	You may be required to attend emergencies and, in the event of being called out, compensatory time in lieu will be granted, or overtime will be paid covering the period of call out, by agreement.
Hours of Work	37 hours a week. Your actual working hours will be subject to operational requirements at the All Saints Centre, agreed monthly in advance whenever possible. By the nature of the duties of the post and the operations of the Centre, working will routinely be required across weekdays, week-ends, public holidays etc. and you will be expected to organize your duties to accommodate this. Enhanced payments or time-off in lieu will only be considered by prior arrangement. This does not affect your statutory rights under the Working Time Regulations. The hours of work may vary each week according to operational requirements but will total an average 37 per week in any month. The salary for the post is an inclusive one and takes account of irregular hours and weekend commitments as they arise.
Place of Work:	The All Saints Centre, Friars Walk, Lewes, East Sussex BN7 2LE but you may be required to work anywhere within the Town Council sphere of operation.
Whole Time Appointment	This appointment is to the whole-time service of the Council. You must not hold any other paid office or appointment without the consent of the Council
Probation:	Your appointment is subject to the satisfactory completion of a probationary period of 26

	<p>weeks. During this period you will be expected to establish your suitability for the post. As part of your probationary period, you will have a probationary interview with the Town Clerk</p> <p>You will be informed of the exact time and dates of the interview.</p>								
Payment of Salary:	Your pay will be by electronic bank transfer, usually on the 14th day of each month, or on the nearest preceding working day. (December salaries are usually paid before Christmas).								
Overtime	<p>Overtime is only payable with the permission of the Town Clerk before it is worked. It is a condition of your appointment that on occasions you may be required to work overtime.</p> <p>All overtime is paid at rates based upon your normal hourly rate.</p>								
Deductions from Salary	Pension Deductions, Tax, National Insurance, if applicable.								
Holiday	<p>Your normal annual leave entitlement is related to your basic spinal column point salary and continuous local government service as shown below. The leave year is from 1st April to 31st March and you will be expected to take your entitlement in this period.</p> <table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">Basic Annual Leave (days)</td> <td style="width: 50%;">After 5 Years' Service</td> </tr> <tr> <td>22 days (<i>163 hours</i>)</td> <td>25 days (<i>185 hours</i>)</td> </tr> </table> <p>The Council has granted two days (<i>15 hours</i>) concessionary leave at Christmas to full time employees and part time employees who work a five-day week. The entitlement of other part time employees will be determined in accordance with circumstances and the basis of employment.</p> <p>In addition, the following extra statutory days holidays are given:</p> <ul style="list-style-type: none"> • 1 day (<i>7.5 hours</i>) between the Easter period and Spring Bank Holiday. • 1 day (<i>7.5 hours</i>) to be taken after consultation on the same basis as basic annual leave. <p>If you leave, the amount of annual leave to which you are entitled during that leave year will be proportionate to the number of completed calendar months. If you leave between 1st October and 31st March you will be entitled to two extra statutory days, but if you leave between 1st April and 30th September you will be entitled to receive only one day.</p> <p>Note: For convenience, as your operational hours may vary day-to-day, holiday entitlements are shown above as HOURS in <i>bold italics</i></p>	Basic Annual Leave (days)	After 5 Years' Service	22 days (<i>163 hours</i>)	25 days (<i>185 hours</i>)				
Basic Annual Leave (days)	After 5 Years' Service								
22 days (<i>163 hours</i>)	25 days (<i>185 hours</i>)								
Notice	<p>If you have been employed for at least one month, then the minimum notice period that you can be given to terminate your employment is:</p> <table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">Period of Continuous Employment</td> <td style="width: 50%;">Minimum Notice (Weeks)</td> </tr> <tr> <td>Up to 2 Years</td> <td>1</td> </tr> <tr> <td>2 to 12 Years</td> <td>1 for each complete year</td> </tr> <tr> <td>Over 12 Years</td> <td>12</td> </tr> </table> <p>However, unless the statutory minimum period is greater, the notice period you will be given is one month.</p> <p>The notice that you as an employee must give in this post is one month.</p>	Period of Continuous Employment	Minimum Notice (Weeks)	Up to 2 Years	1	2 to 12 Years	1 for each complete year	Over 12 Years	12
Period of Continuous Employment	Minimum Notice (Weeks)								
Up to 2 Years	1								
2 to 12 Years	1 for each complete year								
Over 12 Years	12								

Pension	<p>The Council is a member of the Local Government Pension Scheme, which operates a contributory pension scheme which you are entitled to join. You will become a member of the Local Government Pension Scheme from the date of appointment unless you give written notice that you wish to be excluded from the Scheme. You may choose to join at a later date, even if you do not join immediately upon appointment.</p> <p>The pension scheme is described in various documents and web-pages; details are available from the Finance Administration Officer.</p>										
Sickness	<p>If you are absent from work owing to illness (including injury or other disability) you will normally be entitled to sickness allowance on the following scale:</p> <table data-bbox="325 584 1244 842"> <tr> <td data-bbox="325 584 654 651">During 1st year of service:</td> <td data-bbox="715 584 1244 651">1 month's full pay and (after 4 month's service) 2 months' half pay</td> </tr> <tr> <td data-bbox="325 663 654 696">During 2nd year of service:</td> <td data-bbox="715 663 1244 696">2 months' full pay and 2 months' half pay</td> </tr> <tr> <td data-bbox="325 707 654 741">During 3rd year of service</td> <td data-bbox="715 707 1244 741">4 months' full pay and 4 months' half pay</td> </tr> <tr> <td data-bbox="325 752 654 808">During 4th and 5th years of service</td> <td data-bbox="715 752 1244 808">5 months' full pay and 5 months' half pay</td> </tr> <tr> <td data-bbox="325 819 654 853">After 5 years' service</td> <td data-bbox="715 819 1244 853">6 months' full pay and 6 months' half pay</td> </tr> </table> <p>Social Security/Statutory Sick Pay will be deducted as appropriate from the sickness allowance.</p> <p>Sickness absence must be reported as soon as practical, on the first day of absence, by telephoning the Council's offices. The Town Clerk will explain any particular detailed provisions relating to your post to you.</p>	During 1 st year of service:	1 month's full pay and (after 4 month's service) 2 months' half pay	During 2 nd year of service:	2 months' full pay and 2 months' half pay	During 3 rd year of service	4 months' full pay and 4 months' half pay	During 4 th and 5 th years of service	5 months' full pay and 5 months' half pay	After 5 years' service	6 months' full pay and 6 months' half pay
During 1 st year of service:	1 month's full pay and (after 4 month's service) 2 months' half pay										
During 2 nd year of service:	2 months' full pay and 2 months' half pay										
During 3 rd year of service	4 months' full pay and 4 months' half pay										
During 4 th and 5 th years of service	5 months' full pay and 5 months' half pay										
After 5 years' service	6 months' full pay and 6 months' half pay										
Contact details	<p>You may need to be contacted in an emergency and you must provide appropriate contact details <i>eg</i> telephone number and name of next-of-kin.</p>										
Telephone	<p>In order to address your duty as a premises key-holder, it is essential that you have available the use of a suitable telephone at home to enable communication in emergencies. In recognition of this the Council will reimburse you to a maximum of 50% the prevailing line rental charges from BT for a standard domestic telephone service, on presentation of rental invoices.</p> <p>The Council reserves the right to make a telephone available for your use. Should the Council exercise this right, reimbursement as described above will cease; but before this the matter will be discussed with you and at least 3 months notice of the proposed change will be given to you.</p>										
Casual Car Allowance	<p>Should it be necessary to use your own motor-car on Council business, a casual car user allowance will be paid for the use of your vehicle. This allowance is reviewed annually and published by the National Joint Council, and details are available from the Finance Officer.</p>										
Whole Time Appointment	<p>The appointment is to the whole-time service of the Council. You must not hold any other paid office or appointment without the consent of the Council.</p>										
Conditions of Employment	<p>Your rate of pay and all other Conditions of Service will be in accordance with the collective agreements made by the National Joint Council for Local Government Services so far as they are applicable and have been adopted.</p> <p>You are also subject to the Council's Standing Orders and to such other conditions of service as may from time to time be negotiated and agreed by the Council. Copies of the relevant documents are available for reference at the Council's offices.</p>										

	You will be told, in writing, of any changes in these terms, within 28 days of the change.
Qualification Requirement	None.
Continuous Service	<p>Provided that the service is continuous, periods of previous service with other local authorities and related employers are able to count as continuous employment for the purposes of Holiday, Sickness, Pension and Redundancy entitlements. Otherwise, your period of continuous service dates from the date of commencement of employment with Lewes Town Council.</p> <p>Your Continuous Local Government Start Date is noted as tbc</p>
General	If you are issued with an identity card, uniform, protective clothing, permit or other items of equipment, these must be returned on or before your last day of employment. You will be required to reimburse the Council for the replacement cost of any such items that you fail to return.
Trade Union Membership	<p>The Council is associated with other local authorities represented on the national and provincial councils dealing with local authorities' services.</p> <p>You have the right to join a trade union and to take part in its activities.</p>
Disciplinary Procedure	<p>Disciplinary matters will be dealt with in accordance with the Council's Disciplinary Procedure.</p> <p>The procedure, detailed in the Dignity at Work Policy, explains to whom, and how, you can apply if dissatisfied with any disciplinary decision relating to you</p>
Grievance Procedure	<p>The Council has a grievance procedure, so that you may exercise a right to express a grievance relating to your employment.</p> <p>If you have a grievance, first discuss it with the Town Clerk.</p> <p>The Town Clerk will investigate the matter for you and will either reply, after carrying out any necessary discussions with any other officer, or, if unable to reply, will tell you where you can obtain an answer. If you are dissatisfied with the reply you receive, or if you do not receive a reply and wish to pursue your representation, you should then contact the Chairman of the Personnel Panel</p>
Conduct	The Council has a number of specific policies and procedures with which you must comply. Failure to comply with them may result in appropriate disciplinary action being taken against you. In particular you are must read and comply with Standing Orders (as amended from time to time) at all times. A copy will be provided to you.
Declaration Of Trust	You must complete a Declaration for Employees in Positions of Trust which shows no reason why you should not be employed in this post which may involve responsibility for cash handling and/or work with children and young or vulnerable people.
Maternity or Paternity Provisions	Advice regarding entitlements relating to maternity or paternity issues is available from the Town Clerk



JOB DESCRIPTION

POST **All Saints Centre - CARETAKER/VENUE ASSISTANT**
POST NO. **53**
DEPT. **All Saints Centre**
SUPERVISOR **All Saints Centre Manager**

JOB PURPOSE

To assist the Manager and Deputy Manager and deputize as required in all day-to-day operations at the All Saints Centre, supervising the building during operating hours on a rota basis, and assisting in the running of the Centre. To act as liaison between users of the Centre and the Council, as appropriate. To assist in the development of the centre's use in accordance with established policies and programmes. To be responsible for building maintenance and cleanliness; equipment, stores and consumables.

MAIN DUTIES & RESPONSIBILITIES (order not indicative of priority)

Operations

To assist in the management of day-to-day operations and to deputize for and assist the manager/asst manager to facilitate smooth running of events and performances at the Centre.

To maintain appropriate standards of cleanliness and tidiness throughout the building, and proper operation of all safety-related systems/equipment and procedures, as directed

To assist with the maintenance of a functional booking system.

To assist in ensuring full compliance with conditions of all formal licenses.

To maintain appropriate stocks and availability of consumable materials.

To ensure security of the premises, where appropriate, and share duty as first-contact for emergencies.

To maintain appropriate records and documentation, as directed.

To deter antisocial use, insofar as practical, and report problems promptly.

To clean and prepare rooms, clearing excessive litter/removing hazardous items and reporting problems (*eg* broken glass or other hazard)

Maintenance of proper Health and Safety protocols within the Centre

Assist in maintenance of services to office suite (light; heat; power; consumable stores *etc.*)

Premises

To regularly inspect land; buildings; paths; fences; boundary walls; gates; signage; site equipment; fixtures & fittings *etc.* and immediately rectify minor defects if possible, reporting damage *etc.* promptly.

To keep records of inspections and actions, as directed, and ensure that these are accurate, legible and complete.

To clear excessive litter/remove hazardous items or report problem (*eg* broken glass or other hazard)

When works are not within the capability/remit of the post-holder, to monitor performance/satisfactory completion of works where carried-out by third parties

To promptly advise of obvious deterioration, or imminent hazard, and assist in the preparation of solutions

Other functions

To act as first point of contact for hirers/promoters and other users/patrons of the Centre as required.

To offer general support and assistance to the public, insofar as practical, as a representative of the Council.

To carry out any other duties within the capability of the post-holder which may, from time to time, be reasonably directed/requested.

At all times to behave courteously and with respect with for others, as expected of a representative of the Council.

This document describes in general terms the duties and responsibilities of the post at the time it was drafted. This is not to be taken as exhaustive nor exclusive, and duties may be varied at any time, in consultation with the postholder, to meet the needs of the service. Such variations are a common occurrence and cannot, of themselves, justify reconsideration of the grading of the post.

SKILL SET/PRIORITIES for

ALL SAINTS CENTRE Caretaker/Venue Assistant –

We will ask you, if interviewed, to demonstrate how you meet the following set of characteristics, which we will be looking-for in the successful candidate

- **A “People Person”**

Regular contact with hirers, potential hirers and members of the public.
Friendly but firm with regard to the rules of engagement for hirers and deterring anti-social behaviour.

- **Organized & good attention to detail**

Maintaining booking diary, preparing hire contracts, maintaining Health & Safety protocols and all formal license conditions, co-ordinating premises maintenance.

- **Communication, IT and numeracy skills**

Verbal, written correspondence, and e-mail.
Numerical accuracy for monitoring and checking delivery notes; invoices *etc.*

- **Knowledge/Work Experience: Building &/or event management**

Also an advantage but not required, knowledge, training or experience of/in: Health & Safety at Work, especially as relevant to venues for hire; technical theatre craft; cleaning and maintenance of polished wood flooring; safe lifting/working at safe height; simple repairs/redecorating.

- **Flexibility**

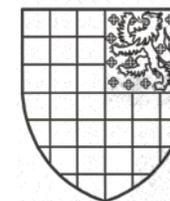
Open 7 days a week with potential starts from as early as 8am and as late as midnight/1am.
Also periodic long shifts (i.e. up to 12 hours on occasion)

- **Willingness to “Muck-in”**

This is not a “nine-to-five office job” and there is the need for manual work – caretaking; cleaning; carrying out minor repairs; setting-up and moving equipment; ordering cleaning supplies *etc.*

Organizational structure

at April 2016



**LEWES
TOWN
COUNCIL**

Town Clerk F/t (nominal) Principal adviser to Council; Head of paid service; Manager of all services, resources, & staff; Responsible Financial Officer *inro* s151 LGA 1972 duty; Proper Officer for all statutory and business purposes.
(FTE NALC/SLCC salary range Scp 60-63)

ADMINISTRATION	TOWN HALL	ALL SAINTS CENTRE	FIELD OPERATIONS
<p>Civic Officer/Ass Town Clerk F/t Mayor's Secretary; TC's assistant; Civic functions/events/publicity organizer; office manager; Councils liaison (FTE salary range Scp 36-40)</p>	<p>Town Hall Manager F/t +o/t Management Town Hall; security/safety; events management & organization; customer liaison etc. Civic Macebearer. (FTE salary range Scp 32-36)</p>	<p>All Saints Manager F/t (shifts) Management ASC; security/safety; events programming, management & organization; customer liaison etc. (FTE salary range Scp 28-32)</p>	<p>Town Ranger F/t (shifts) Inspection/monitoring/minor repairs <i>inro</i> field assets; Allotments and general public liaison (FTE salary range Scp 20-24)</p>
<p>Receptionist/Admin (a.m) 19 hrs Public reception; office administration (FTE salary range Scp 16-20)</p>	<p>Town Hall Keeper F/t +o/t Assistant to T/Hall manager (FTE salary range Scp 24-28)</p>	<p>All Saints Asst M'ger F/t (shifts) Assistant to All Saints Manager. (FTE salary range Scp 20-24)</p>	
<p>Receptionist/Admin (p.m.) 19 hrs Public reception; office administration (FTE salary range Scp 16-20)</p>	<p>Town Hall Cleaner 20 hrs Cleaning public spaces and offices (FTE salary Scp 12-16)</p>	<p>All Saints Caretaker F/t (shifts) ASC cleaning & minor repairs; events preparation and clearance (FTE salary Scp 16-20)</p>	
<p>Finance/Admin Officer 25 hrs Payments & Income processing; Cash & Bank reconciliation; Records maintenance; routine contracts admin. (FTE salary range Scp 24-28)</p>	<p>Town Hall Cleaner 15 hrs Cleaning public spaces and offices (FTE salary Scp 12-16)</p>		
<p>Customer Services/Admin 34 hrs Office Administration. H&S monitoring. Allotments admin. Planning Applic'ns system support; website maintenance. Admin support for meetings; draft notes; room preparation etc (FTE salary range Scp 24-28)</p>			

Staffing levels

Administration	6	(4.62 FTE)
Town Hall	4	(2.95 FTE)
All Saints	3	(3.00 FTE)
Field	1	(1.00 FTE)

Establishment

14 posts 8 Full-time 6 Part-time (11.57 FTE)

FTE = Full Time Equivalent

Weekly hours shown

Scp = Spinal Column points (as National Joint Council for Local Government Service)

When you have completed this application form, please return it to:



Town Hall, High Street
Lewes, East Sussex, BN7 2QS
☎ 01273 471469
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LEWES TOWN COUNCIL

Application No:

Source:

(for office use only)

APPLICATION FOR EMPLOYMENT

Please complete this form in dark ink/type (preferably black or blue) to assist copying

Post applied for: ALL SAINTS CENTRE Caretaker/venue Assistant Post Number:

PERSONAL INFORMATION:

Surname: Preferred Title: Mr / Mrs / Miss / Ms / Other Address:	First Name(s) Daytime telephone no. Evening telephone no. Mobile telephone no. E-mail Planned holiday dates
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Do you hold a current driving licence? **YES / NO** Do you own a vehicle? **YES / NO**
Please give details of any endorsements:

PRESENT EMPLOYMENT (or, if unemployed; last employment):

Name and Address of current/last employer Telephone Number:	Post Title: Salary: Date appointed to present post: Notice period required: Reason for leaving (and date if relevant):
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REFEREES:

Please give details of two referees; **The second of which must be your current/last employer.** Tick the box if you do not wish your current employer to be approached for a reference prior to a job being offered to you:

1) Name Position Address Telephone No:	2) Name Position Address Telephone No:
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(present/last employer)

WORK HISTORY: Please list your past employers, starting with your present or most recent job and working backwards.

Please explain any breaks in employment since the end of your full-time education:

From	To	Employer	Position/job-title	Grade/salary and reason for leaving

Please describe experience relevant to this application. Include expertise both in and outside paid employment, *e.g.* your current or any other job, voluntary work, leisure interests, domestic work, study, etc. Please continue on Page 3 (and attach separate A4 sheets if necessary). Information provided in this part of your application should clearly demonstrate how you meet the requirements of the post.

Continues on page 3

Continued from Page 2

TRAINING AND EDUCATION:

From	To	School, College, University, etc	FT/ PT	Examinations passed /grades obtained	Date

Please detail any other qualifications which are relevant to this job application. Please include any membership of professional or technical bodies. (Please indicate whether by examination or election)

RESPONSE MONITORING:
How did you learn of this vacancy ?
(eg name of publication if applicable)

DECLARATION:
I declare that the information given is true and understand that canvassing of councillors or staff directly or indirectly will invalidate this application.
NOTE: You must declare any relationship to councillors or staff of the Council

Signature: Date:/...../.....

DATA PROTECTION:

The information you have supplied in this application may be processed on computer or form the basis of manual records. Lewes Town Council requires the data for operational, managerial and associated purposes relevant to the maintenance of the personnel system for all its employees. Where your application has been unsuccessful your details will be held on file for six months and will then be destroyed.

RECRUITMENT MONITORING**APPLICATION NUMBER**

The information given in this section will be separated from the application form prior to shortlisting. It is NOT part of the selection process.

(for office use only)

Lewes Town Council is committed to equal opportunities and are looking for staff to help us deliver services to the whole community of Lewes. All shortlisted candidates will be expected to display an understanding of equal opportunities.

The Council strives to ensure that no job applicant receives less favourable treatment on the grounds of race, nationality, ethnic or national origins, disability, sex or marital status, or is disadvantaged by conditions or requirements that are not justifiable. We endeavour to recruit, promote, train and treat individuals on the basis of their merits and abilities alone.

One means of monitoring recruitment practice is by the analysis of information obtained from applicants for employment. Please complete the questions below. The information provided is confidential and will help to develop future employment practice.

The Council is under a duty to protect the public funds it administers and if you are appointed may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Name:	Post applied for:
Date of Birth:/...../.....	
Would you regard yourself as having a disability	Yes <input type="checkbox"/> No <input type="checkbox"/>

ETHNIC ORIGIN:

English	<input type="checkbox"/>	Asian or Asian British – Bangladeshi	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>
White Other	<input type="checkbox"/>	Please specify:	
Mixed White and Black Caribbean	<input type="checkbox"/>	Black or Black British – Caribbean	<input type="checkbox"/>
Mixed White and Black African	<input type="checkbox"/>	Black or Black British – African	<input type="checkbox"/>
Mixed White and Asian	<input type="checkbox"/>	Any other black background	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>	Please specify:	
Please specify:		Chinese	<input type="checkbox"/>
Asian or Asian British – Indian	<input type="checkbox"/>	Other	<input type="checkbox"/>
Asian or Asian British – Pakistani	<input type="checkbox"/>	Please specify:	

NATIONALITY

What is your nationality?
NOTE: Under the Immigration, Asylum, and Nationality Act 2006, you must provide proof of your right to work in the UK, if offered the post.

CRIMINAL CONVICTION:

Under the Rehabilitation of Offenders Act 1974 certain convictions become “spent” after a specified period of time, and those with spent convictions are not required to disclose the conviction on application forms if asked to do so. A sentence of longer than 2 ½ years in prison never becomes spent.

Q: Have you ever been convicted of a criminal offence in the past which has not become “spent” under the Rehabilitation of Offenders Act 1974 ? **YES/NO**

Q: Are you subject to pending criminal prosecution or proceedings ? **YES/NO**

Please give the nature of any “unspent” convictions or pending criminal proceedings (not including minor traffic offences). If you are in doubt about your answer to the above question(s), ensure that you obtain clarification of your circumstances before making an application.

The Council reserves the right to make a criminal record check in respect of applicants for appointment, or registration involving substantial access to children

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DECLARATION:

I declare that the information given on this form is true, and I consent to its use as described above

Signature:

Date: