Clyffe Pypard & Bushton Parish Council

Recruitment and Staff Policy

Reference	30 May 2024
Author	Review Date 2025
Status	Last Review
Minute reference 2024/24	Version

Clyffe Pypard & Bushton Parish Council is an equal opportunities employer.

When the position of Clerk falls vacant it will be advertised in the public domain by one or all of the following methods:

- On local boards
- Local Press
- Parish Council Website
- Through the Wiltshire Association of Local Councils

All people seeking the position will be required to complete an application form, including the provision of references and CV. All applicants will be supplied with a job description. Applicants will be considered only on their ability to meet the requirements of the position being sought.

The filling of the post within the council will be the responsibility of a working group of council members.

Interviews will be held as appropriate for the position to be filled. The offer of employment will be subject to the receipt of satisfactoryreferences.

Successful applicants will be provided with a Contract of Employment.

Salary will be commensurate with the type of employment and experience of the person, and with regard to the NJC scale.

A probationary period of 6 months will normally be applied unless agreed otherwise.

Staff appraisals will be conducted annually

All employment will be subject to English Employment Law.