



**Current Job Descriptions  
and  
Salary Bands**



# Job Description – Town Clerk

Accountable to:	<b>The Town Council</b>		
Salary Band:	<b>LC4 SCP 52-54</b>	Hours:	<b>Full Time</b>
Nature of contract:	<b>Permanent</b>		

## Overall Responsibilities

The Town Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions and, in particular, to serve or issue all the notifications required by the law of a local authority's Proper Officer. The Town Clerk will be responsible for ensuring the instructions of the Council in connection with its function as a Local Authority are carried out.

The Town Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The post holder will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Town Clerk is also the Responsible Financial Officer and will be responsible for all the financial needs of the Council and the careful administration of its finances in accordance with the Financial Regulations of the Council.

## Specific Responsibilities

- 1 To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
- 2 To convene meetings and prepare agendas and reports.
- 3 To brief the Town Chair Council and/or Committee Chairman prior to meetings.
- 4 To attend meetings of the Council, its Committees and Working Parties and provide advice on procedure.
- 5 To take the minutes of all meetings and ensure that the decisions are implemented.
- 6 To advise the Town Council as to the requirements of new legislation, and to ensure compliance with approved Standing Orders and the Ethical Framework as defined in the Local Government Act 2000.
- 7 To receive correspondence and documents on behalf of the Council and to deal with the correspondence and documents or bring such items to the attention of the Council.
- 8 To draw up on his/her initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on the practicability and likely effects of specific courses of action.

- 9 To prepare estimates of income and expenditure for each coming financial year, such estimates to form the basis for the annual budget, when approved by the Council, and the basis for the precept to be submitted to Bletchley and Fenny Stratford Town Council.
- 10 To prepare financial reports on all relevant matters, including the annual budget for the responsible Committee and/or Council.
- 11 To manage the ordering and payments of goods and services received by the Council and any contracts as required by the Council's Financial Regulations.
- 12 To prepare the annual report and accounts in accordance with the relevant Regulations for submission to the Council and external audit.
- 13 To prepare and develop with the Town Council, policies, strategies and business objectives.
- 14 To monitor the implemented policies of the Council to ensure they are achieving the desired results and where appropriate suggest modifications.
- 15 To ensure within the policies laid down by the Council, a cost conscious, efficient and effective utilisation of all Council resources.
- 16 To ensure that the Council's obligations in respect of insurance are properly met.
- 17 To ensure that all the Council's obligations for health and safety and risk assessment are properly met.
- 18 To be responsible for ensuring the letting of allotments is in accordance with the legislation and compliance with tenancy regulations.
- 19 To be responsible for the organisation of Civic functions and events.
- 20 To maintain a working knowledge of relevant legislation, statutory instruments and codes of practice.
- 21 To maintain a working brief on best working practices within and outside local government and to ensure that these are effectively communicated to the Council.
- 22 To prepare, in consultation with the Chair of the Council and/or relevant Committee Chairman, press releases about the activities of, or decisions of, the Council.
- 23 To liaise and develop relationships with external bodies, including other Local Authorities, residents, businesses and local organisations.
- 24 To attend meetings of outside bodies as the Council's representative or as a spokesperson to explain Council policies and functions.
- 25 To supervise any other members of staff as their line manager in keeping with the practices of the Council and to undertake all necessary activities in connection with the conditions of employment of other staff.
- 26 To attend training courses or seminars on the work and role of the clerk as required by the Council.
- 27 To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
- 28 To attend the conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

**Notes:**

- 1 **This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the prime functions of the post. It should not**

be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with and covered by the grading of this post.

2 This job description is currently under review.

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## Job Description – Spotlight Manager

Accountable to: **Town Clerk**

Salary Band: **SCP26-30** Hours: **30 hrs per week**

Nature of contract: **Permanent**

**Based at:** Spotlight on Bletchley Offices, currently at 102-102a Serpentine Court, Lakes Estate, Bletchley, Milton Keynes, MK2 or at any other location as deemed appropriate by the Town Council

**Job Summary:** To manage the Spotlight project.

### Responsibilities:

1. Manage the Spotlight facility and services including the administrative and financial duties associated with the management and operation of the facility.
2. To facilitate and encourage the community development of local residents.
3. To promote and participate in the strategic development and regeneration of the area (area to be as defined by the Town Council)
4. To develop services from Spotlight in conjunction with residents and other partners to address the needs and priorities of the area.
5. To assist in finding financial funding streams to allow the work of Spotlight to continue on an on-going basis.
6. To develop and manage projects in accordance with local needs including funding applications and monitoring of same.

7. To produce management reports as appropriate including advice and recommendations on further projects and development opportunities.
8. To work with, support and develop local volunteers to support the needs of Spotlight and the community.
9. To manage Spotlight staff and volunteers and to oversee use of the offices by 3<sup>rd</sup> parties.
10. Carry out duties allocated from time to time by the Town Council that are considered appropriate to the post and beneficial to the overall management of the project



## Job Description – Parish Ranger

Accountable to: **Town Clerk**  
 Salary Band: **SCP 21-25**      Hours: **30 hrs**  
 Nature of contract: **Permanent**

**Purpose of the Job:** To work within a multi-agency team working from the Town Council Offices. Key functions are to monitor, problem solve and manage a co-ordinated community response to:

- 1 Management of the staff delegated to the post holders responsibility
- 2 Quality of Life Issues
- 3 Community Development

### Principal Accountabilities

This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time after consultation with the post holder to meet changing circumstances.

The post will involve working flexible hours in accordance with local needs.

**Management of the staff delegated to the post holders responsibility:**

1. To set up and maintain appropriate administrative systems to support this management role
2. To be a qualified first aider within the terms of the Health & Safety at Work Act
3. To hold a full UK driving licence

### **Quality of Life Issues**

The post holder will encourage a sense of community spirit and pride in the local environment.

The post holder will be expected to identify and take appropriate action on:

- Litter and rubbish
- Graffiti
- Abandoned vehicles
- Fly posting
- Road defects
- Overgrown hedging and vegetation
- Any other apparent defects
- Damaged street furniture or play equipment
- Monitoring of the drinking control areas within the Parish and dealing with any issues or concerns as appropriate
- Any problems or queries arising from the drinking control areas within the parish area
- To work with the market officer, covering duties / shifts where appropriate

### **Community Development**

1. The Senior Parish Ranger is expected to have a beneficial impact on the sense of wellbeing and the confidence of residents within the Parish.
2. The post holder will establish good, clear communication links between the Town Council and any other organisations or club. This will include attendance at public meetings and regular reports to the Town Council.
3. The post holder will act as a signpost to the community for accessing help to other agencies, for example: domestic violence, racial abuse, anti-social behaviour, housing issues.
4. The post holder will work with other agencies to develop systems to actively support the community.
5. The post holder will work closely with other staff (particularly with the Community Engagement Officer) in developing and delivering projects around community development, cohesion and empowerment.

6. To assist in the organisation of Council or partnership events and community development initiatives



## Job Description – Regeneration Officer/IT Support Officer

Accountable to: **Town Clerk**  
Salary Band: **SCP21-25**      Hours: **Full time**  
Nature of contract: **Permanent**

### Purpose of the Job:

- 1 To provide administrative and management assistance to the Town Council
- 2 To provide IT support to employees and members of the Town Council

### Duties:

- 1 To clerk and provide administrative support to the Regeneration Committee
- 2 To act as a liaison with other parties regarding regeneration, including (but not exclusive to) Milton Keynes Council, English Partnership, Community Groups, Business Community, Homes & Community Agency and others
- 3 To represent the Town Council at meetings as required
- 4 To conduct research into local issues affecting (or likely to affect) regeneration
- 5 To carry out consultation with appropriate parties as and when required
- 6 To research regeneration opportunities within the parish council area and appropriate funding
- 7 To report to the Regeneration Committee on all items resulting from enquiries and activities above
- 8 To follow up on all matters arising from minutes and activities of the Regeneration Committee and to provide reports to the committee as appropriate.

- 9 Carry out duties allocated from time to time by the Town Council that are considered appropriate to the post and beneficial to the overall management of the council
  
- 10 In association with the Clerk to monitor and maintain the Council's computer systems and networks at all sites and to undertake the following tasks:
  - i. To troubleshoot system and network problems diagnosing and solving hardware and software faults when possible and otherwise referring to professionals and liaising with them
  
  - ii. To evaluate and test out new technology and solutions to IT problems as dictated by the needs of the Council's business activities
  
  - iii. To establish a good working relationship with the Council's IT support provider and other relevant IT suppliers and to monitor and manage these relationships on a day to day basis
  
  - iv. To set up new users' accounts and profiles and deal with password issues in conformity with the Town Council's IT protocols and policies
  
  - v. To provide support, including procedural documentation, formal training and relevant reports to staff and members of council, to talk through actions to resolve user issues and to roll out new applications as they are adopted by the Town Council

Revised 2016

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## Job Description – Community Engagement Officer

Accountable to:	<b>Town Clerk</b>		
Salary Band:	<b>SCP18-22</b>	Hours:	<b>30 hrs per week</b>
Nature of contract:	<b>Permanent</b>		

**Introduction:** This is an extremely diverse and potentially challenging role which involves working with a number of different groups and individuals. The main aim and purpose of this post is to work with local communities, to encourage community participation in the



area in which they live or work. The post seeks to work with local people and to encourage their direct involvement in local projects and issues.

The Town Council is involved in a number of youth activities and the post holder is expected to co-ordinate these activities.

**Job Summary:** To encourage community participation leading to a more engaged and active community in which regeneration and community cohesion is promoted.

Working with individuals, families or whole communities to bring about social change and improve the quality of life, empowering them to identify their needs, opportunities, rights and responsibilities. To help communities plan what they want to achieve and to take appropriate action. To develop activities and services to improve the lives of the local community.

The post holder will be expected to work with local individuals and groups to encourage them to get involved in where they live and work.

Management skills and experience are essential in this very diverse and interesting role.

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### **Responsibilities:**

- 1 To communicate and work effectively and sympathetically with all members of the community.
- 2 Advise the community on the range of services currently available and to support the development of new initiatives.
- 3 To deliver Community Led Planning projects
- 4 To assist in the co-ordination and delivery of Town Council community events such as play schemes, Midsummer Madness summer fete and Christmas lights activities and others from time to time
- 5 To work with, encourage and actively deliver outcomes from the Community Led projects
- 6 To work in partnership with other agencies on joint projects and initiatives
- 7 To carry out administrative and financial duties associated with the management and operation of the post.

- 8 To assist the Town Council in finding financial funding streams to aid the regeneration work of the Town Council
  - 9 Advise the Town Council on a frequent and regular basis of the progress being made to the stated objectives
  - 10 To promote, encourage and co-ordinate the Town Council's youth activities throughout the parish area
  - 11 Carry out duties from time to time for the Town Council that are considered appropriate to the post and beneficial to the overall management of the project
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## **Job Description – Administrator/Allotments Officer**

Accountable to: **Town Clerk**  
Salary Band: **SCP15-19**                      Hours: **30 hrs per week**  
Nature of contract:

**Purpose of the Job:** To provide administrative support to the Town Council and to users of the council's services including all allotment tenants

### **Main Duties:**

- 1 To deal with all initial enquiries, including telephone calls, emails, letters, and visitors to the office where necessary, referring enquiries to an appropriate officer and/or member.
- 2 To maintain and manage the waiting list and administer all aspects of letting of the council's allotment plots on 3 sites including issuing renewal notices and receiving rents and liaison with the Parish Ranger team responsible for plot inspections and maintenance
- 3 To handle cash and cheque receipts and petty cash transactions and to comply with the Council's financial regulations
- 4 To assist with preparation and to copy and distribute notices, agendas, reports and minutes for the Council and its committees ensuring that electronic and hard copies are published in accordance with the required timescales and are filed and archived in accordance with regulations.

- 5 To assist with implementation and maintenance of management information systems, administrative systems, record keeping, filing and archiving systems including but not limited to:
  - a) Allotment databases
  - b) Planning application register
  - c) Record of members attendance at meetings
  - d) Details of members and their contact information, roles and responsibilities
  - e) Library of publication scheme documents and policies
  - f) Staff holiday records
  - g) Petty cash records
  
- 6 To manage and maintain office diary and bookings, Town Council calendar of meetings and appointments for Town Clerk and Members
  
- 7 To provide emergency, lunchtime and holiday cover as and when required for the Regeneration Officer and Community Engagement Officer or other staff members
  
- 8 To attend occasional staff meetings/training sessions outside normal hours of work
  
- 9 To assist with any other duties that the Town Clerk might require which are considered beneficial to the overall management of the Town Council



## Job Description – Market Officer/Town Centre Caretaker

Accountable to: **Senior Parish Ranger**

Salary Band: **SCP 15-19**      Hours: **33 hrs per week**

Nature of contract: **Permanent**

### Purpose of the Job:

- 1 **Primary purpose:** To manage Bletchley Market, dealing with traders and members of the public.

- 2 **Additional purpose:** To review and monitor the public toilets in Albert Street. To help prevent crime, vandalism and anti-social behaviour by being a visible presence, acting as “eye and ears” of Bletchley and Fenny Stratford Town Council. To encourage a feeling of community and pride in the parish area.
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**The primary focus of this post is to manage and promote Bletchley Market.**

**There are other associated duties with working in the Town Centre. Whilst the main duties of this post are to Bletchley Market, the post holder is expected to also be involved in and help with other duties as prescribed and as reasonably directed by the Town Council.**

**Primary Focus:**

- 1 To manage Bletchley market, including responsibility for:
  - i collection and banking of money from traders in compliance with the Council’s agreed pricing structure and financial regulations/cash handling procedures
  - ii allocation of pitches
  - iii general overseeing of market eg monitoring and supervising activities and enforcing agreed rules, terms and conditions consistently
  - iv dealing with enquiries from both traders and members of the public
  - v Liaison with traders eg listening to traders’ concerns and views, explaining policies and procedures and representing the Council positively
- 2 To encourage new, existing and potential market traders by providing information, support and advice about the market and the Town Council in a positive manner
- 3 To assist the council in promoting Bletchley market to the community and to traders by contributing to advertising, news articles, promotions and marketing opportunities
- 4 To keep abreast of local and national market trading conditions and to propose ideas and initiatives to the council accordingly eg adaptations to policy, terms and conditions etc
- 5 To maintain accurate, up to date computerised records of market traders, market attendance and other useful market data including electronic rent records and financial information which match manual banking slips, rent receipts etc

**Other associated duties to include:**

- 6 To inspect, record and remedy where possible any problems or issues arising in the public toilets in Albert Street toilets. (This may include maintenance work such as unblocking or occasional cleaning but does not include daily

cleaning which is provided by an external contractor. This may include responding to and reporting antisocial behaviour or lewd behaviour by members of the public in the toilets.)

- 7 To pick up litter and rubbish from public areas primarily in the Town Centre area in addition to those tasks already carried out by Milton Keynes Council including non-market rubbish.
- 8 To help prevent crime, vandalism and anti-social behaviour by being a visible presence thereby encouraging a feeling of community and pride in the area (in other words to spend as much time working in the Town Centre as is compatible with the office based components of the JD)
- 9 To report appropriately sites of concern such as fly tipping, abandoned vehicles, faulty street lighting and environmental problems.
- 10 To carry out general maintenance and DIY works as and when required.
- 11 To assist in the organisation of Council or partnership events and community development initiatives
- 12 To take all reasonable care for the health and safety of self and others and to carry out all tasks and duties in accordance with the Health and Safety at Work legislation.
- 13 Any other reasonable duties as may be required from time to time by your Line Manager or the Council

**Hours of Work:**

Tuesday:                    7.30 am – 1 pm  
(Market day)                3.00 pm – 5.30 pm

Thursday:                   7.30 am – 1 pm  
(Market day)                3.00 pm – 5.30 pm

Friday                        7.30 am – 1 pm  
(Market day)                3.00 pm – 5.30 pm

Saturday                    7.30 am – 1 pm  
(Market day)                2 pm – 5.30 pm

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## Job Description – Parish Ranger

Accountable to: **Senior Parish Ranger**  
Salary Band: **SCP 15-19** Hours: **30 hrs**  
Nature of contract: **Permanent**

**Purpose of the Job:** The primary purpose of this post is to patrol, monitor and report but it is recognised that, at times, a more practical approach may be necessary. Act as the “eye and ears” of Bletchley and Fenny Stratford Town Council in order to help prevent crime, vandalism and anti-social behaviour and to maintain sites managed by the Town Council.

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### Duties:

1. To patrol and carry out repairs and landscape works within sites managed by the Town Council when required, e.g. allotments, orchard, public toilets etc.
2. To carry out general maintenance and DIY works in buildings managed by the Town Council as and when required.
3. To litter pick areas managed by the Town Council.
4. To patrol the parish areas on a regular basis.
5. To help prevent crime, vandalism and anti-social behaviour by being a visible presence
6. To encourage a feeling of community and pride in the area.
7. To report to the appropriate agency sites of concern such as fly tipping, abandoned vehicles, faulty street lighting, environmental issue and damage to infrastructure.
8. To inspect Town Council dog waste bins and report issues.
9. Remove graffiti and fly posting from parish where appropriate and report on any damage.
10. To monitor the standards of delivery of MK Council services and to report the results to the Senior Parish Ranger.
11. To drive the parish vehicle and be responsible for its day to day maintenance and cleanliness.

12. To assist in the organisation of Council or partnership events and community development initiatives.
13. To liaise closely and regularly with other agencies/organisations.
14. To take all reasonable care for the health and safety of self and others and to carry out all tasks and duties in accordance with the Health and Safety at Work legislation.
15. To keep all the parish notice boards up to date and in good condition when necessary.
16. To provide a courier service to members of the parish council.
17. On occasions work flexible hours in accordance with local needs.
18. Any other reasonable duties as may be required from time to time by your Line Manager.



## Job Description – Spotlight Support Worker

Accountable to: **Spotlight Manager**

Salary Band: **SCP 11-15**      Hours: **15 hrs per week (if job share)**

Nature of contract: **Permanent or Fixed Term**

**Job share:** This job is offered on a job share basis for 15 hours per week. You are expected to cover additional hours during the absence of the other employee in this job share; ie to cover for sickness, annual leave and any other situation as appropriate.

**Based at:** Spotlight Resource Centre, 114 Serpentine Court, Bletchley, Milton Keynes, MK2 3QL

**Introduction:** Spotlight on Bletchley is a community drop-in centre managed by Bletchley and Fenny Stratford Town Council. This busy centre offers information, advice and guidance to local residents on a wide range of issues that affect their daily lives.

**Job Summary:** We are looking for someone who has experience of supporting people in a community/voluntary capacity. A knowledge of Milton Keynes Housing, Benefits and Unemployment systems would be desirable. Whilst we would not expect the Support Worker to know all the answers, we are looking for someone with a mature, confident and calm outlook who can help an individual to access the information or support they need. Spotlight is an established UK Online centre and the post holder will be required to support local residents in accessing online training in basic computer skills and therefore should be confident in using Microsoft Office applications. Spotlight has developed a very successful employability project which includes Job Clubs, Job Search drop-ins and work related training. It is therefore essential that the post holder understand the barriers to employment that people experience and can offer appropriate support and encouragement. Applicants should have or be willing to work towards an NVQ Level 2 in Advice and Guidance. The post holder will support the Spotlight Manager in ensuring that the core opening hours of Spotlight i.e. Monday through to Friday 9.30 am to 4.30 pm are covered. Occasional evening and weekend work may be required including cover for the Manager during annual leave etc for which TOIL (Time off in Lieu) of additional hours worked will be given.

**Responsibilities:**

1. To work with and under the direction of the Spotlight Manager in the day to day running of the Spotlight office.
2. To provide cover for the Manager during absence due to meetings, illness and/or annual leave.
3. To ensure that all necessary administration systems are maintained eg registration forms, monitoring and evaluation of services and any systems developed in response to funding requirements.
4. To work with the Manager in delivering and developing services which support local residents in improving their ability to access training and employment opportunities.



5. To communicate and work effectively and sympathetically with all members of the community and in all situations to work in ways which challenge and tackle inequalities.
  6. To advise visitors on the range of services available at the Spotlight office and to signpost enquiries to other agencies if appropriate.
  7. To work with other agencies, organisations and community groups who use the Spotlight office as an operating base and provide them with appropriate support.
  8. To work with and support volunteers working on Spotlight managed projects.
  9. To attend and complete all training which the Town Council considers appropriate to the post.
  10. Carry out duties from time to time for the Town Council that are considered appropriate to the post.
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## Job Description – Spotlight Support Worker (Apprentice)

Accountable to:	<b>Spotlight Manager</b>		
Salary Band:	<b>SCP 8</b>	Hours:	<b>15 hrs per week (if job share)</b>
Nature of contract:	<b>Fixed Term</b>		
<b>Based at:</b>	Spotlight on Bletchley, 114 Serpentine Court, Bletchley, Milton Keynes, MK2 3QL		
<b>Introduction:</b>	Spotlight on Bletchley is a community drop-in centre managed by Bletchley and Fenny Stratford Town Council. The centre offers information, advice and guidance to local residents on a wide range of issues that affect their daily lives. Staff based at Spotlight include a full time Manager, and two part-time Support Workers. There are also visiting workers who hold weekly		

sessions these include Brook, The Employment Support Service, Citizen's Advice and Job Centre Plus Advisors

Spotlight staff are actively involved in the regeneration of the Lakes Estate and work closely with resident members and officers of the Neighbourhood Action Plan Steering group.

**Job Summary:** The Spotlight Apprenticeship is a post which offers the opportunity to work alongside a variety of experienced community workers and community groups whilst also developing your own skills base. The apprenticeship is open to all ages and offers the opportunity to develop the necessary skills to help residents improve the quality of their lives and environment of the Lakes Estate.

We are looking for someone who enjoys meeting and working with a wide variety of people. If you enjoy a challenge and are keen to try new experiences you will receive excellent on the job training as well as undertaking an appropriate National Vocational Qualification.

**Responsibilities:**

1. To work with and under the direction of the Spotlight manager in the day to day running of the Spotlight office and Community Development opportunities on the Lakes Estate
2. To communicate and work effectively and sympathetically with all members of the community and in all situations to work in ways which challenge and tackle inequalities.
3. To advise visitors on the range of services available at the Spotlight office and to signpost enquiries to other agencies if appropriate.
4. To encourage other agencies, organisations and community groups to use the Spotlight office as an operating base and provide them with appropriate support.
5. To work with and support local volunteers working within the Spotlight office and community settings on the Lakes Estate.
6. To work with existing community workers in helping with the Lakes Regeneration Programme. This may involve attending meetings and working with a number of groups or individuals as appropriate.
7. To work with the Spotlight Manager to
  - a. identify local needs
  - b. work to find ways of meeting those needs

- c. to help local residents develop their skills and confidence
  - 8. To attend and contribute to new and existing community events and activities such as the Summer Play Scheme and Bonfire Celebration
  - 9. To attend and complete all mandatory training including a National Vocational Qualification
  - 10. Carry out duties from time to time for the Town Council that are considered appropriate to the post and beneficial to the overall management of the project
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