Terms and Conditions

Job Title: Registry/Reprographics Clerk

You will be based at Fire Service Headquartersor in any post appropriate to your grade at such other place of employment in the Authority's service as may be required.

Salary is Grade 1: £24,404 to £25,183 by 2 annual increments.

The pro-rata salary is £20,446 to £21,099.

Salaries are paid monthly by credit transfer to bank or building society. Salaries will be paid on the 15th of each month.

Hours – 31 per week (working pattern to be agreed with successful applicant).

Leave entitlement, if working 5 days per week the full year’s entitlement will be 23 days annual leave – plus any statutory public holidays that may fall. Annual leave rises by 5 days after 5 years. Working less than 5 days per week this leave will be pro- rated accordingly.

Automatically join Local Government Pension Scheme - unless opt out, further information will be given with contract of employment.

The position is subject to a 6-month probationary period, this is time to settle in and establish suitability for the post. We obtain reports from Line manager after 3 months and again after 51/2 months. If any problems are identified, guidance will be given. Probation may be extended. However, if problems cannot be resolved, we reserve the right to terminate the contract. After the end of the probationary period appointment will be confirmed and then subject to normal ongoing capability monitoring.

We operate an appraisal process on a yearly basis, which includes a chance to discuss any training and development needs.

Training includes Diversity for Everyone, Manual Handling and Working Safely within the first three months of service.

No smoking on any Authority premises and vehicles.

Free onsite parking.

There are sports and social facilities available such as gym/fitness equipment at HQ and most stations; various social sections such as a walking section, scuba diving section; discounts on things such as annual travel insurance.

Please note, if you have been employed as an Operational Firefighter, and are in receipt of a Firefighter’s pension, your pension may be abated if you are appointed. Abatement will occur if your pension plus your new salary adds up to more than your previous salary upon retirement – further details can be provided on request. It’s also worth noting that you may also be affected by HMRC rules and should check with the HMRC to see if this applies to you.

During the recruitment process, in line with present Authority policy, it may be necessary for applicant/s that are offered a post to undergo a medical assessment including a drugs test. The medical questionnaire will only need to be completed and sent to the Occupational Health & Safety department once the successful candidate has been given a conditional offer.

The post is subject to receipt of satisfactory references, medical screening, Disclosure & Barring check and completion of Baseline Personnel Security Standard checks. The post requires a full valid driving licence. You will be required to give permission for this Authority to check your driving licence entitlement and any restrictions. You should note that this may have a bearing on your application.