# TERMS & CONDITIONS

Job Title: Station Clerk

Various hours for Station Clerk Roles – Wakefield District

**Station Clerk - South Kirkby 16 hours per week, permanent**

**\*Station** **Clerk - Pontefract 16 hours per week**

**\*Station Clerk - Normanton 9 hours per week**

**\*Fixed Term role/s** to cover for the substantive post holder who is on a secondment anticipated to end 12 December 2023.

You will be based at above locationsor 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:  by 3 annual increments. Note the salary will be pro rata according to the relevant hours.

Salaries are paid 4 weekly by credit transfer to bank or building society.

The post holder will be required to wear a uniform. At times the postholder will be required to work on their own, therefore candidates are advised that an element of lone working is required for this role.

On occasions the postholder will be required to work in differing locations, this may be to the need to attend training courses and in some instances support meetings due to exigencies of the service.

**Fixed Term roles**: This position is fixed term to cover for the substantive post holder who is on a secondment anticipated to end 12 December 2023. If the requirements for you to undertake the work for which you have been engaged cease or diminish earlier than this time period, or on at the discretion of the Authority then your fixed term contract of employment will be brought to an end earlier subject to 4 weeks’ notice.

**Temporary/Fixed Term Posts (Secondment) - Internal**

If you are applying for this role as a secondment please ensure you have obtained the necessary permission from your line manager before applying.

The normal working week is between Monday and Friday with a minimum break of 20 minutes each day if working more than 6 hours per day. Your actual hours of duty will be as agreed between the employee and manager, in line with the flexible working policy (which allows employees to accrue time and take flexi leave) and subject to the exigencies of the service.

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

The position is subject to a 6 months 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.

No smoking on any Authority premises and vehicles.

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.