GENERAL REQUIREMENTS
Administrative Support Officer (General Manager)

Salary
The post is graded on an incremental scale, subject to satisfactory performance, as follows;

Grade 2

SP3 £ 25, 614
SP4 £ 26, 016
SP5 £ 26, 427

Hours of Work
37 hours per week, primarily Monday to Friday, worked flexibly to meet the requirements of the organisation.

Duration of Contract
Permanent

Terms and Conditions
The appointment will be subject to the terms and conditions laid down in the NJC for Local Government Services as supplemented by local agreements and by the rules of the organisation.

Annual Leave
The post attracts an annual leave entitlement of 23 days per year plus Bank and Public Holidays (pro-rata for this Fixed Term Contract period).

Pensions
Tavistock Town Council is an "Admitted Body" to the Local Government Career Average Pension Scheme.

Location
The post will be based at Tavistock Town Council's Works Department, within the Guildhall.

Medical Fitness
The person appointed may be required to complete a confidential medical declaration form and the appointment may be dependant on the issue of a satisfactory report from the Organisation's medical adviser if necessary.

Probationary Period
The appointment is subject to a four-month probationary period.

Notice to Terminate Employment
The post holder is required to give 1 month's notice of the termination of their employment. The minimum period of notice to which the post holder is entitled is one month, increasing after four years' service by one week for every subsequent year up to a maximum of 12 weeks.

Interview Date
It is anticipated that interviews will take place on Thursday 3rd December 2026.

Equal Opportunities Policy Statement
Tavistock Town Council is fully committed to the development of policies to promote equal opportunity employment. Its equal opportunity policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, marriage/civil partnership, pregnancy and maternity, gender reassignment, sexual orientation, race (including ethnic origin, colour, nationality and national origin), religion or belief.

The Council believes that this policy will ensure that the talents and resources of its employees and potential employees will be utilised to the full.