



**Kennington Parish Council
Oxfordshire**

20 Kennington Road
Kennington OXFORD OX1 5NZ
Tel: 01865 421126
e-mail: clerk@kennington-pc.gov.uk

APPLICATION PACK – CLERK AND RESPONSIBLE FINANCIAL OFFICER

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Kennington Parish Council

1. COUNCIL HISTORY

Kennington Parish Council was formed in 1936 and has had an active group of members ever since. Kennington is situated between Oxford City and Abingdon and sits just outside the Oxford City Council's area, falling within Vale of White Horse District Council's jurisdiction.

The parish council is made up of 14 members, each requiring re-election every four years. The council employs a parish Clerk, who works part-time, together with a member of staff responsible for the grass cutting at the War Memorial in the centre of the village and a Village Warden.

The Management Team

The council works as a legal entity with a Chair and Vice Chair. The council has the following key Committees:

- Personnel Committee
- Planning Committee
- Playing Fields Committee
- Events Committee

With working parties sent up as and when needed.

Council Services

The aims and objectives of Kennington Parish Council are:

- To maintain and improve social amenities and services, including the playing fields, children's play area equipment and footpaths.
- To encourage and promote social and community values by encouraging and supporting local community groups in their work within the village
- To engage in an open dialogue with residents, to understand their needs and aspirations and to explain how the council will try to address these needs within the resources and powers available.
- To be proactive, transparent and informative in our approach to village issues by the use of meetings, website and news letter.
- To promote and represent the best interests of the village for the betterment of the local community.
- To enable, assist and encourage other organisations and agencies to provide local services.
- To embrace progress and to improve the quality of life for those living in the village.

The council has no offices as such and operates from the home of the Clerk, currently at 20 Kennington Road OXFORD

The council's key activities include:

- Carrying out verge cutting as devolved from Oxfordshire County Council
- Carrying out regular village maintenance to include the alleys within Kennington
- Maintaining of Kennington Cemetery situation in Sandford Lane in terms of grass cutting.
- Providing facilities for local sports clubs at two pavilions and playing fields, situated at both the north and south ends of the village; at Forest Side and Playfield Road.
- Providing 6 Defibrillator units within the village, which involves regular monitoring.
- Maintaining and improving the War Memorial in the centre of the village.
- Maintaining and improving two play areas within Kennington at the playing fields at both Forest Side and Playfield Road.
- Maintaining the village's bus shelters throughout Kennington.

Kennington Parish Council's partners would involve the Village Centre's Management Committee; various village organisations including Wild about Kennington as well as the local churches.



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2. APPLICATION PROCESS

The application and the covering letter should be placed in a sealed envelope marked “*private and confidential - Application for Clerk and Financial Responsible Officer’s post* ” This envelope should then be placed in another envelope for posting or hand delivery to :

**Mrs Anne Feather - Clerk
20 Kennington Road
Kennington
OXFORD OX1 5NZ**

Alternatively, the application can be emailed to clerk@kennington-pc.gov.uk. Please mark the email as CONFIDENTIAL.

- You must include in your application information which:
 - Sets out how you meet the person specification
 - Gives clear examples of your previous achievements which link directly to the areas of responsibility in this post
 - Demonstrates the qualities you would bring to the role of Clerk and Responsible Financial Officer
- A CV is not required.
- Your application must be returned by post no later than noon on 28 February 2025.
- Canvassing of any Manager or Councillor involved in the selection process will disqualify you from being appointed.
- If you would like further information before submitting your application please contact Anne Feather, for an informal discussion.



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3. SELECTION PROCESS

The formal selection process by interview will take place on Tuesday 4 March and Wednesday 5 March 2025. The appointment may be made by the Appointment Panel, which will comprise three Councillors, depending upon results.

Interview

Candidates will be required to attend an interview at a time to be allocated individually. The interview will last up to an hour.

References

Formal references will be taken up following an offer of employment.

Expenses

Travelling expenses will be paid on the basis of standard class rail travel to the interview or car mileage at the rate of 42.9p per mile. Claims must be in excess of 25 miles in total (mainland UK only).

Any shortlisted candidate who withdraws without good reason will not be reimbursed travel subsistence or other expenses other than at the discretion of the Council.

Disabled Candidates

Any candidate who is disabled should please contact the Clerk or Chair of the Council, in confidence so that reasonable adjustments can be made to the recruitment process.



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4. JOB DESCRIPTION

Overall Responsibilities

The Clerk to Kennington Parish Council 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 law of a local authority's Proper Officer.

The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The 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 person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees.
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
8. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
9. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.



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10. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the Council as required.
13. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
14. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
16. To work towards the achievement of the status of Qualified Clerk (CiLCA) as a minimum requirement for effectiveness in the position of Clerk to the Council.
17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.



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5. PERSON SPECIFICATION

	Essential	Desirable
Educational qualifications	Experience of dealing with members of the public with tact and diplomacy. Experience in a local government or similar commercial environment that involves attending meetings, taking minutes and following procedures. Experience of providing administration support to a high standard and working collaboratively with a team.	Experience of working within local democratic processes and servicing committees. Experience of accounts and book-keeping. Previous Local Government experience or working with a Parish Council. Experience of organising public events & functions.
Skills/ Knowledge	Well organised, able to prioritise workload and adapt to changing environment. Self –reliant and self-motivated. Reliable and enthusiastic with an attention to detail. Clear verbal communicator, able to work with a wide variety of people effectively. Ability to write clear and accurate reports and correspondence. Numeracy skills. IT skills (intermediate level) and experience of producing documents and use of Windows based software. Able to maintain good relationships with Councillors, other staff, the public, contractors and other external organisations. Understanding and commitment to equal opportunities and confidentiality at all times	Understanding of the workings of the various tiers of local government. Experience of working with Councillors. Experience of website content management. Knowledge of legal, statutory and other provisions governing or affecting the Council.
Other	Confident in providing comprehensive support to the Council. Able and willing to work specified and ad hoc evening meetings as required. Ability to travel around the Parish for work and related meeting and events.	Full driving licence.



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6. TERMS AND CONDITIONS

Pay SCP 18 23 (£15.84 – 17.29 per hour)

Hours 24 hours per week

Location Kennington OXFORD

Holiday Entitlement Full time staff are entitled to 28 days' paid holiday (including bank holidays) in each holiday year. We will pro-rata that figure where necessary so that your holiday entitlement is in proportion to your working time during the relevant holiday year.

Sick Pay Entitlement: If you are absent from work due to sickness or injury, we will pay statutory sick pay (SSP) provided that you are eligible and you have complied with our rules relating to sickness absence and notification.



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Application Form

Please complete in black ink and print where possible

Position applied for:	Closing date and source of application:
Surname:	First names and title:
Address:	Telephone: Mobile: Email: National Insurance Number:

Personal Details:

Do you require a work permit to take up employment in the UK?	Yes ☐ No ☐
Are you legally eligible for employment in the UK?	Yes ☐ No ☐
Do you hold a current clean driving licence?	Yes ☐ No ☐
Please give details of any driving offences currently under endorsement:	
Please give details of any unspent criminal convictions that you may have (in accordance with the Rehabilitation of Offenders Act 1974).	



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If offered this position will you continue to work in any other capacity?

Yes ☐ No ☐

Have you previously worked for this Council? YES / No

If YES, please give details of position held, dates of employment and main responsibilities:

Employment History

Please list all employment in reverse chronological order, starting with your present or last position.
Please continue on a separate sheet if you need to.

Name & Address of Employer:

Date joined:

Date Left:

Job Title:

Describe your duties and responsibilities:



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Salary: _____ Type of Business: _____

Reason for Leaving:

Name & Address of Employer:

Date joined: _____ Date Left: _____

Job Title: _____

Describe your duties and responsibilities:

Salary: _____ Type of Business: _____

Reason for Leaving:

Name & Address of Employer:

Date joined: _____ Date Left: _____

Job Title: _____



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Describe your duties and responsibilities:

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Salary:

Type of Business:

Reason for Leaving:

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Name & Address of Employer:

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Date joined:

Date Left:

Job Title:

Describe your duties and responsibilities:

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Salary:

Type of Business:

Reason for Leaving:

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Name & Address of Employer:

Date joined:

Date Left:

Job Title:

Describe your duties and responsibilities:

Salary:

Type of Business:

Reason for Leaving:

Education and Qualifications (including Membership of Professional Bodies)

Date From/To	Name of School, College or University	Qualifications Gained



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Training

Please list the relevant training courses attended below:

Hobbies

Please give details of your main hobbies:

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Illness and/or Accidents

1. Do you consider yourself to have any disabilities? If yes, please give details (this will enable the Council to make reasonable adjustments to help accommodate you):

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Additional Competency Information

Please provide specific examples in response to the following questions:

Please describe a situation in the past where you dealt with people with tact and diplomacy, resulting in a successful outcome of which you were proud of.

Give an example when you have worked collaboratively with a team.

Please give an example of when you have had to re-prioritise your workload to adapt to an unforeseen situation



Please give details of any outside interests or other information you feel will support your application:

References

Please give the names and addresses of two referees. One should be your present or last employer if possible.

Referee 1**Referee 2**

Are you related to any employee or Elected Member of this Council? Yes ☐ No ☐

If yes please give full details:

IMPORTANT NOTICE

Failure to answer all the questions on this application or failure to reveal information which might influence a decision on whether or not to employ you will automatically invalidate the application and the offer of employment, and where employment has commenced, to dismissal.



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DECLARATION

I, the undersigned, declare that the information given by me on this application and any other form (including at interview) to the best of my knowledge is correct, and that I have not knowingly withheld any fact or circumstance which, if disclosed, would influence a decision to employ or not employ me.

Signature

Date