# TERMS & CONDITIONS

Job Title: Station Clerk

You will be based at Keighley Fire Stationor 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: 2 £19,650 full time equivalent rising to £20,852 by 3 annual increments.

The pro-rata salary is **£8,497.30** to **£9,017.08**. 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.

Hours – 16 per week

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.

Leave entitlement, if working 5 days per week the full years entitlement will be 22 days rising to 26 - after 5 years’ service - plus any statutory public holidays that may fall – 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 training in Equalities & Diversity within the first three months of service, and also training in manual handling, working safely and optional first aid training.

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.

For a full range of benefits please visit

<http://www.wyfs.co.uk/careers/rewards-and-benefits/>

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 will 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, and completion of Baseline Personnel Security Standard checks.