



**Stotfold Town Council**

**Recruitment Pack**

**Facilities Manager**

**April 2024**

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## Introduction

Thank you for responding to the Town Council's recent advertisement for the Facilities Manager role. We trust that you will find this recruitment information pack, together with the job advertisement, job description and person specification of assistance in deciding to apply.

If you would like to apply, please complete the separate application form (CVs are not acceptable) and submit it by email to [recruitment@stotfoldtowncouncil.gov.uk](mailto:recruitment@stotfoldtowncouncil.gov.uk) by **Tuesday 28 May 2024**, by 12 noon or by post to:

Emma Payne, Town Clerk  
Stotfold Town Council  
Greenacre Centre  
Valerian Way  
Stotfold SG5 4HG

This recruitment pack will not form any part of any subsequent contract of employment.

If you have any questions on the information contained within this pack, the selection process, or you would like an informal discussion on the role, please contact Emma Payne. Town Clerk 01462 730064 [emma@stotfoldtowncouncil.gov.uk](mailto:emma@stotfoldtowncouncil.gov.uk)

If as a result of a disability or impairment, you would like us to make any special arrangements concerning the completion of your application, or attending the interview, please let us know.

## Welcome



We are at a pivotal moment in the development of the Town Council. We are an ambitious Town Council and want to ensure that we are serving the residents of Stotfold as well as we can. One of the major areas where we need to improve is the management of our built assets and, in particular, their ongoing maintenance and compliance. We are looking for an individual who can develop and manage these assets.

Local government is a very rewarding career often closely scrutinised by members of the public, but in our tier, we literally can make a difference to our residents' lives. Each member of the team is key to the success of a vision where we as a community can become more supportive and supported through what we do, and I believe that this support for our staff is resonated from the Councillors who serve the community. As the current Chairman of our organisation and through Emma our Town Clerk, please be assured that if you are successful in being appointed, we will support your development and understanding so that you become even more developed than you are today.

Your role you will directly be affecting the operation of the wider vision that the Town Council has for Stotfold, and you are welcomed to be that influence.

***Cllr Steve Buck, Chairman, Stotfold Town Council***

Thank you for your interest in being involved with Stotfold Town Council. I hope you find the information contained within this pack informative and helps you decide to complete your application.

In the short time that I have been here, I have learnt that the residents of Stotfold are very community-minded. The town has experienced a significant growth in the last 10 years and the Town Council are keen to ensure that our open spaces and facilities are adequate for those residents, old and new. Stotfold Town Council is an ambitious Town Council with a vision for the future of its residents. We need great officers in the team to bring those ideas to reality and the Facilities Manager role will be a pivotal role in delivering that vision.

This role, along with others, are new to the Town Council and it is an excellent opportunity for a new member of staff to make their mark in the organisation. I am free to take calls if you have any further questions or would like to have a chat about the position.



***Emma Payne, Town Clerk, Stotfold Town Council***



## Stotfold – An Introduction

The Stotfold of today is a growing town situated in the southeast of Bedfordshire, close to the border with Hertfordshire. The town extends over 2207 acres making this a large parish.

With its excellent links to the A1 and nearby Arlesey Station for commuting into London, it is a popular place to live. The town has seen considerable development in the past ten years, with an increase in population from 9,014 (2011) to 12,308 (2021).

In 2009, Local Government in Bedfordshire underwent a Governance Review and in April of that year, the new unitary authority [Central Bedfordshire Council](#) came into being. This replaces the former Mid Beds District and Bedfordshire County Councils. Further details on their roles and contact information can be found on the Town Council's website.

Many of the buildings around the town bear witness to the Stotfold of yesteryear: The oldest surviving building is [St Mary's Parish Church](#) which dates back to Norman times and still contains traces of its traditional architecture.



Randall's Mill, now fully restored following a devastating fire, dates back to the Industrial era of the 1800's. Their popular weekends of May Fair and Steam Fair bring people into the town.

Many old cottages around the town date back to a gentler time when you can imagine the annual Stotfold Feast being held on the Village Green. The Green is now in the ownership of the Town Council and the date of the Stotfold Feast, the first Friday after the second Monday in July, is still marked by a fun fair.



Picture – Nerys Martin

Stotfold Cemetery dates back to 1898 and the Town Council and residents are justly proud of the sympathetic way it has been landscaped and managed.



Picture – Chris Nurse



## Stotfold's History

The name of Stotfold is thought to have been derived from the practice of northern cattle drovers breaking their journey at this point along the A1 Great North Road and penning their cattle (stots) in enclosures (folds) before continuing their journeys southwards.

The archaeological team of the former Bedfordshire County Council have found traces of long-forgotten settlements around the outskirts of today's town. These bear witness to the fact that people settled with their families and animals on land in this area as long ago as the Stone Age, approx. 2700BC.

The River Ivel, which runs through the town, was probably a great factor in the decision to settle and in later years the Great North Road linking the south with the north ensured continuing inhabitation. The Domesday Book of 1086 records STOTFALT as having a population of 200.



*Image – Philip Parkin*



## Stotfold Town Council – An Introduction

Town/Parish Councils make up the first tier of local government in England and are the layer of local government closest to the communities they represent. There are some 10,000 Councils at Parish level in England. As a tier of local government, they are elected bodies, with discretionary powers laid down by Parliament to represent their communities and provide services for them.

Elections to the Town Council are held every 4 years, with the next elections in May 2027.

The Town Council's responsibilities include:

- Hitchin Road Recreation Ground
- Riverside Playing Field and adjacent Jubilee Meadow
- The Green
- Arlesey Road Recreation Ground
- Greenacre Park
- Millennium Green
- Stotfold Cemetery
- Town Council owned street lighting
- The Memorial Hall
- The Simpson Centre
- The Greenacre Centre
- Pix Brook Play Area
- Public Conveniences and Car Park – Brook Street
- Public Conveniences - Arlesey Road (Arlesey Road/Football Club car park)
- Allotment Sites in the Town - Norton Road and Common Road (latter site owned by Eleemosynary Charity of William Field, and managed by the Town Council)

The Town Council comprises of fifteen Councillors, including the Mayor and Vice Mayor. There are currently four committee plus Full Council meetings, with most committees meeting monthly to consider the business for that committee. This committee structure is in the process of being reviewed to streamline some of the areas of duplication.

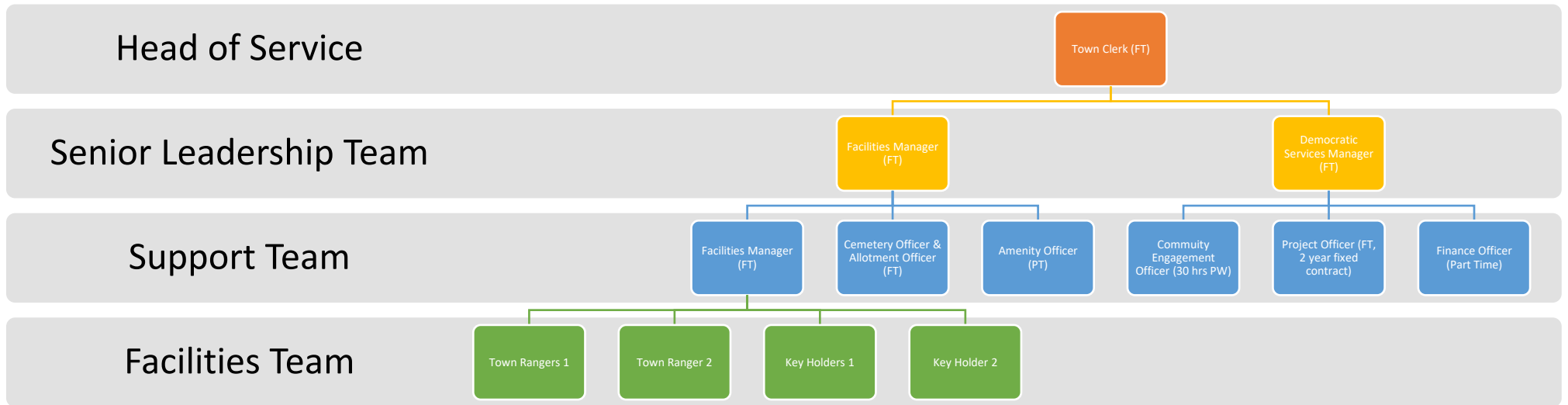
## Stotfold Town Council – Committee Structure



Each committee is made up of a set number of councillors and membership is agreed at the Annual Town Council Meeting held in May each year. Committees are given delegated powers to make decisions on their particular area of responsibility.

The Committees are supported by officers who issue the agenda, researching and compiling reports and recording the minutes and any recommendations.

# Stotfold Town Council – New Staff Structure





## Advertisement – Facilities Manager

Reporting to the Public Realm Manager, the Facilities Manager is responsible for overseeing the facilities management of all the Town Council's built assets including buildings, streetlights, and other facilities. This role ensures compliance with statutory requirements, health and safety regulations, and proper maintenance of the Town Council's properties.

### Key Responsibilities

- Manage the Town Council's asset portfolio including buildings/properties to maximize utilization and rental income.
- Lead the annual maintenance program for buildings, prepare specifications/contracts, and oversee maintenance works.
- Maintain an inventory and condition mapping of the Town Council's streetlights.
- Oversee inspection, maintenance, and replacement of streetlights.
- Act as the Health & Safety Officer and Fire Officer.
- Develop safe operating procedures and ensure compliance.
- Manage budgets for facilities management and asset maintenance.
- Oversee the Town Rangers and Key Holders team.
- Advise on policies related to assets and facilities management.
- Promote environmental sustainability in operations.

### Terms and Conditions

- 37 hours per week.
- Salary: £33,024-£36,648 per annum.
- 25 days annual leave plus bank holidays plus 2 concessionary days, rising to 30 days after 5 years.
- Hybrid working model with requirement to work from Greenacre Centre 2-3 days a week.
- Flexible working.
- Pension.
- Evening and weekend work required occasionally.

Requirements for this role include relevant qualifications (GCSEs, IOSH/NEBOSH), facilities/property management experience, strong organisational skills, financial management abilities, and a commitment to health & safety practices. The Facilities Manager will work Monday-Friday with some evening/weekend duties and provide excellent customer service.

Applications via our form which can be downloaded from our website by 28 May 2024 to [recruitment@stotfoldtowncouncil.gov.uk](mailto:recruitment@stotfoldtowncouncil.gov.uk). Stotfold Town Council is an equal opportunity employer.

Interviews will be held w/c **17<sup>th</sup> June 2024**.

If you'd like an informal chat about the role, please call Emma Payne 01462 730064.

We welcome applications from all sections of the community and value diversity in our workforce.

## Job Description and Person Specification – Facilities Manager

Reports to:	Public Realm Manager
Hours:	37 hours per week
Salary:	£33,024- £36,648 (scale 24-28)
Workplace:	Greenacre Centre, Valerian Way, Stotfold SG5 4HG Hybrid working after probation period.
Days:	Monday – Friday with some evening and weekend work Core hours 10:00 – 16:00 with flexible working
Car use:	Casual user
Annual leave:	25 days, plus 2 concessionary days, rising to 30 days after 5 years' service.

### **Purpose of the Role**

- Responsible for the facilities management of all the Town Council's built assets including maintenance, cleanliness, and security.
- Acts as Health and Safety Competent person within the organisation.
- Ensuring all statutory requirements are complied with in relation to built assets.
- Provide guidance on new legislation to the Town Council.
- Monitoring the maintenance of the Town Council's streetlights and any upgrades required including utility supply.
- Manage the Town Rangers and Key Holders to ensure they work efficiently and provide residents with a high-quality experience and service.
- Clerks: Building Committee.

### **Duties and Responsibilities**

#### **Asset Management**

1. To ensure the Town Council's asset portfolio (property holding) is fully utilised to its best advantage and where appropriate, explore alternative uses or changes to reconfigure existing layouts and ensure rental income for the benefit to the community is fully optimised.
2. Lead and project manage the annual maintenance programme for the Town Council's buildings and ensure works are prioritised effectively within the budget available and delivered on schedule.
3. Prepare orders, specifications, and contracts, as appropriate with key contractors carrying out planned or reactive maintenance and ensure the smooth operation of daily activities and minor works.
4. Assess and manage quotations and tenders received from contractors and other key suppliers, in accordance with the Town Council's Financial Regulations, and oversee the re-tendering processes or renewal of service contracts associated with the upkeep of the Town Council's buildings.
5. Liaise with leaseholders and tenants to ensure they provide the relevant paperwork and maintain the buildings to a good standard, and if leaseholders, have the necessary health and safety and fire risk assessments in place.
6. Liaise with professional bodies (surveyors, commercial estate agents/solicitors) to carry out the five yearly asset valuation of the Town Council's properties, and as and when required review the terms of lease agreements for the Town Council's buildings, and

proposed rental valuations when existing lease agreements expire, or changes have been proposed.

7. Provide the necessary up to date information on the Town Council's asset portfolio to the Insurance broker to prepare and annually review the insurance policy(s) for the Town Council's buildings.

### **Facilities Management**

1. Provide effective leadership of caretaking and cleaning contractors operating within the Facilities function to ensure a high standard of customer service and attention to detail.
2. Ensure that the Town Council facilities are well maintained and cleaned to a high standard, general DIY tasks are undertaken, appropriate logs completed, building security maintained, flags are hoisted and lowered on national ceremonies or occasions, and rooms prepared for hire.
3. Ensure regular emergency equipment checks including fire and intruder alarms, emergency lighting and fire extinguishers are completed, and act as the Duty Fire Officer in the event of a fire, to ensure people safely evacuate the building.

### **Streetlights**

1. To be responsible for the Town Council's stock of streetlights, including regular inspection regime, maintenance and replacement scheme.
2. Maintain an accurate register of all streetlights including mapping and condition.
3. To liaise with the Town Council's adopted street light contractor to ensure that they meet the minimum standards to work on streetlights e.g. NICIEC Approved, HERS and CHAS accredited contractor including regular review of RAMS and insurance.
4. To work with the Finance Officer on renewal of utilities contracts.

### **Budget Management and Reporting**

1. Manage and oversee budget expenditure on a day-to-day basis and records for maintenance and service contracts for the Town Council grounds and buildings.
2. Have strategic oversight of the relevant budget areas under Building Management Committee and Public Realm Committee for services of facilities and asset management.
3. Work with the Public Realm Manager and Town Clerk, to identify new initiatives, repairs and potential increases to existing contracts or renewals, to put forward annual budget proposals and inform the annual budget setting process.
4. Prepare reports and budget papers for the relevant committees, to update members on schedules of work, health and safety and budget expenditure for the Town Council's buildings
5. Under the health and safety guidelines issued by the Town Council, ensure the safety and well-being of all who visit or work in the facilities provided by the Council.

### **Health & Safety**

1. Responsible for all aspects of Health & Safety across the teams and office-based staff; to lead with the development and review of Safe Systems of Work and ensure all Health and Safety records are compliant; to ensure that all Council events and activities are adequately risk assessed and all external Risk Assessments & Work Method Statements for work being carried out on BTC property are fully documented and compliant.
2. Knowledge and experience of health and safety legislation relating to the Town Ranger's activities including the maintenance of
3. Act as Health & Safety Officer and Fire Officer in respect of the Town Council's Estates.
4. Ensure all directly and indirectly managed staff are trained in the safe use of equipment.
5. Ensure all directly and indirectly managed staff are issued with and use Personal Protective Equipment and that accompanying PPE records are kept.
6. Ensure COSHH assessments of all chemicals & products used in maintaining Council areas are carried out.



### **People Management**

1. Oversee the management of the Town Rangers and Key Holders.
2. Indirect management of contracted outside maintenance staff.
3. Development of a multi-skilled workforce across the service, to ensure that key outcomes are delivered and identify any training needs.
4. Ensure staff are available when required during the evening and at weekends to support events.
5. To support the Town Clerk in the recruitment of staff within the team.
6. To set and monitor staff work targets via SMART Objective setting and follow up appraisals.
7. To hold regular staff meetings and where necessary report any issues back to the Town Clerk.
8. To handle any Staff disciplinary issues, with reference to the Town Clerk.

### **Financial Resources**

1. Provide specialist input and advice to assist the Town Clerk/Project Officer/Finance Manager in the preparation and submission of tenders, estimates and quotations, with full regard to any legislative controls.
2. Monitor relevant contracts on behalf of the Town Council ensuring contract terms are met and contract variations are properly authorised.
3. Monitor and prepare budgets relating to Town Council estates.
4. Work with the Town Clerk to ensure best value is given by contractors.

### **Committee Responsibilities**

1. Prepare agendas and supporting documents for meetings of the Building Management Committee, and any sub-committees or working groups as required, in consultation with the committee chair.
2. Offer professional, unbiased advice and produce information required for effective decision making.
3. Attend the meetings, take minutes, and ensure that statutory and other provisions governing or affecting the running of the Council are observed and implemented. Implement all decisions constructively.
4. Control of budgets of income and expenditure for property and estates as agreed by the Council and the preparation of budgets for the Town Council's consideration.
5. Maintain a range of files and databases relating to Council governance and business including the Asset Register.

### **Policy**

1. Contribute to the development of policies and strategies relating to the management of the built assets and streetlights.
2. Undertake research analysis (e.g., policy and resources implication and costs) and report/advise the Town Clerk accordingly.
3. Ensure the councils policies and procedures relating to property and estates are always fully up to date and advise the Town Clerk and Councillors as appropriate where these require updating with recommendations and evidence-based justifications for such change.
4. Assist the Town Clerk to monitor the implemented policies of the Council, in relation to land and properties, to ensure that they are achieving the desired objectives.
5. Ensure that the progress on the Town Council's Strategic Plan is monitored and implemented in line with agreed timelines. Advise the Town Clerk is timelines cannot be adhered to.

### **Other Responsibilities**

1. Acting as a representative of the Town Council as required, including attending meetings with key stakeholders, positively promoting the council within the local community and being one of the Town Council's public-facing contacts.

2. To contribute to our priority in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.
3. To work in a way that does not divulge personal and/or confidential information and follow the Town Council's policies and procedures in relation to data protection and security of information.
4. Promoting equality, diversity, and inclusion and being aware of your own actions and those of others. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.
5. Attending training courses and seminars that support the role, and that contribute to personal and professional development.
6. Keeping updated records of time, annual leave, and travel, and mileage reclaims.
7. Performing any other relevant duties which may be assigned from time to time by the Town Council.

## Facilities Manager

### Person Specification

Attainments	Competency	Essential	Desirable
<b>Qualifications</b>	5 GCSE's grade C or above (or equivalent), including Maths and English or equivalent NVQ or relevant experience	✓	
	Hold current IOSH or NEBOSH Certificate		✓
	Facilities or property qualification		✓
<b>Experience</b>	Facilities or building management, or contracts and procurement processes	✓	
	Working in local government or similar public body		✓
	Clerking and minuting meetings		✓
<b>Knowledge and Skills</b>	Proficient IT skills and experience of all Microsoft packages	✓	
	Good communication skills both written and verbal	✓	
	Ability to process complex information and produce accurate written work	✓	
	Good time management, co-ordination, and organisational skills	✓	
	High level of initiative, self-motivating and ability to problem solve	✓	
	Able to develop close working relationships with colleagues, elected councillors, members of the public and staff at all levels.	✓	
	Evidence of ability to deal with conflicting demands	✓	
	Negotiating and influencing skills	✓	
<b>Personal qualities and attributes</b>	A broad understanding of and commitment to equal opportunities	✓	
	Enthusiastic and willing to adapt to change	✓	
	Remain calm under pressure	✓	
	Professional and courteous manner	✓	
	Flexible, proactive, and hands on approach to tasks.	✓	
	Ability to work occasional evenings and weekends for meetings and events	✓	
	Driving Licence /Access to vehicle	✓	



## Key Terms and Conditions of Employment

### **General**

The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service and the provisions of the National Association of Local Councils and the Society of Local Council Clerks Conditions of Service for Clerks of Local Councils or as amended by the Council.

### **Salary**

The salary is in the range of Salary Scale £33,024- £36,648 (scale 24-28)

### **Working Week**

The normal full-time working week is 37 hours per week to be agreed with the successful candidate. Hybrid working is in operation with the opportunity for homeworking.

Standard Town Council working days are Monday to Friday and the core office hours are 10:00 to 16:00 with a 30-minute lunch between 12.00 and 14:00. In addition, attendance at occasional evening or weekend events and functions which will be included in your core hours. The Town Council has a Flexible Working Policy to accommodate working additional hours and overtime will be paid, provided it has been approved by your line manager in advance.

### **Annual Leave**

25 working days (increased after 5 year's continuous local government service) plus 8 days bank and public holidays and 2 concessionary days.

### **Pension**

You will automatically be enrolled in the Town Council's chosen pension scheme, and more information will be provided to you as part of your joining pack.

### **Probation**

6-month probationary period.

### **Code of Conduct and Staff Handbook**

Stotfold Town Council abides by the Code of Conduct, in accordance with the policies outlined in the Town Council's Staff Handbook. A copy of the Staff Handbook is made available to every member of staff.

### **Pay Method**

Salary is paid on the 20<sup>th</sup> day of the month, directly by credit transfer to a bank or building society.

**Salary Review**

The salary is subject to any revisions agreed nationally by the National Joint Council on behalf of NALC and SLCC as a result of pay negotiations which are usually effective from 1 April annually.

**Work Location**

Greenacre Centre, Valerian Way, Stotfold SG5 4HG with attendance at other locations as required and when necessary.

**Expenses**

Car mileage allowance is payable in accordance with the casual user provisions in the Town Council's policy.

**Other Terms**

All staff are required to operate within the Town Council's code of practice on confidentiality. A no smoking policy is in operation in the Town Council's buildings and vehicles.

**Notice Period**

After completion of the probationary period, 1 months on either side in writing to terminate the employment. Unless your employment is terminated on grounds of gross misconduct when summary dismissal will apply, the minimum period of notice of termination of your employment which you are entitled to receive from the Town Council in writing after completion of any probationary service, period is three months.

**GDPR Notice**

As part of any recruitment process, Stotfold Town Council collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Our full [Privacy Notice](#) can be found on our website.

## Application and Selection Process

### Recruitment Schedule

The proposed recruitment timetable is as follows – any changes will be advised as required.

Closing date for the receipt of applications      Tuesday 28<sup>th</sup> May 2024, noon

Shortlisted candidates' invitation to interview    by Friday 7<sup>th</sup> June 2024

Formal interviews    w/c Monday 17<sup>th</sup> June 2024

### Application Procedure

You should complete the Town Council's application form in full and not disregard any sections. CVs are not acceptable as an alternative to completing the Application Form but may be attached along with any supplementary information or documents in support of your application.

When submitting your application, you should address the requirements of the Job Advertisement, Job Description and Person Specification for the post and ensure that your relevant key experiences, knowledge, skills, and personal style are clearly described to give you the best opportunity in the short-listing process. Please note you will be required to show documentary proof of qualifications claimed at interview.

Completed application forms should be headed 'Confidential – Application for the Post of Facilities Manager and received by 12 noon on **Monday 28<sup>th</sup> May 2024** to [recruitment@stotfoldtowncouncil.gov.uk](mailto:recruitment@stotfoldtowncouncil.gov.uk) or via post to:

Emma Payne, Town Clerk  
Stotfold Town Council  
Greenacre Centre  
Valerian Way  
Stotfold  
SG5 4HG



## Selection Process

### **Please note the above date.**

If you are unable to attend this interview date if shortlisted, please advise when completing your application form. It is expected that you will be advised by 10th June 2024 if you have been selected for interview.

The formal interviews will be undertaken by the Town Council's interview panel at the Greenacre Centre w/c **17<sup>th</sup> June 2024**. The interviews will be structured to assess your competence and suitability for the post and may require some form of aptitude test.

### **Appointment and Commencement**

It is anticipated that the successful candidate will be notified on or around before **24<sup>th</sup> June 2024**, with a commencement date depending on the successful candidate's notice period.

### **References**

If you are shortlisted, references will normally be applied for in advance of the interview, unless you have identified in your application that you do not give the Town Council permission to do so. If appropriate, the authenticity of referees may be checked by direct confidential contact if you are offered the post.

### **Proof of Eligibility to Reside and Work in the UK**

In accordance with its legal obligations, the Town Council will require you to provide proof that you are legally able to resident and work in the UK if you are successful in your application before commencing employment.

### **DBS**

This position is/is not subject to a criminal record check processed through the Disclosure and Barring Services (DBS) as part of its recruitment process.

### **Canvassing**

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed Application Form, CV or testimonials to any Member or Officer of the Town Council will be regarded as canvassing.

### **Equal Opportunities**

The Town Council wholeheartedly supports the principle of equal opportunities in employment opposing all forms of unlawful and/or unfair discrimination on grounds of any protected characteristic in accordance with the Equality Act 2010. We aim to appoint therefore purely on merit and suitability for the post on offer. You are invited to complete and return the enclosed Equality Monitoring Information Form and return it with your completed application Form. The completed form will be regarded as strictly confidential, kept separately from and in no way used or affect the outcome of your application for employment.

### **Equality Positive Action (where applicable)**

The new positive action terms mean that it is not unlawful to recruit or promote a candidate who is of equal merit to another candidate if the employer reasonably thinks that:

- The candidate has a protected characteristic that is underrepresented in the workforce.
- People with that characteristic suffer a disadvantage connected to that characteristic.

However, positive action does not allow an employer to appoint a less suitable candidate just because that candidate has a protected characteristic that is under-represented or disadvantaged.

### **Further Information**

We hope that the information contained in this Recruitment Pack is helpful and sufficiently thorough to enable you to submit your application which we look forward to receiving. However, if you have any questions on the information in the Recruitment Pack or any aspect of the appointment or the recruitment process, please do not hesitate to contact the Town Clerk as set out in the Introduction earlier in the Pack.

This Recruitment Pack has been prepared to provide candidates with information on the role and Stotfold Town Council but does not form part of any future contract of employment.