

RYE TOWN COUNCIL

TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER (RFO)



SUMMARY OF MAIN TERMS AND CONDITIONS

Start date	Ideally, March 2026.
Starting Salary	£46,000 - £54,000 – depending on experience and qualifications - followed by annual cost of living increases
Hours	Full-time (37 hours per week). Including, as required, attendance at evening meetings and civic events. Core hours encompass the Town Hall Office current opening hours: Monday-Thursday, 10am-1pm
Duties	<i>See Job Description.</i>
Probation	The appointment will be confirmed following satisfactory completion of a six-month probationary period – unless the post holder has not obtained CiLCA by then. In this event, the appointment will be confirmed when the qualification has been awarded – subject to this taking place within the six months following.
Annual leave	5.6 working weeks (statutory entitlement) plus public holidays. Additional 40% of a working week after 3 years' continuous service; additional 60% after 5 years. <i>Note Previous immediate service with a local council/authority will be taken into account.</i>
(Occupational) Sick pay	After completing 4 months' service: 1 month's full pay and 1 month's half pay during 1 st year of service. During 2 nd & 3 rd years: 1 month full pay and 1 month half pay. During 4 th & 5 th years: 2 months' full pay and 2 months' half pay. After 5 years: 3 months' full pay and 3 months half pay.
Pension	Optional membership of the Local Government Pension Scheme.
Discipline	The post holder will be issued with a copy of the Disciplinary

Procedure.

Grievances	The post holder will be issued with a copy of the Grievance Procedure.
Dress	Smart formal. The postholder will be provided with a Town Clerk gown, wig and bands for robed Council meetings and applicable civic events.
Travel	Authorised travel outside the Parish will be reimbursed at HMRC's maximum 'tax-free' rate (currently 45p/mile).
SLCC	Membership of the Society of Local Council Clerks (funded by the Town Council) is required.
Training	Necessary or desirable training will be funded by the Town Council.
Other (including self) employment	The post holder agrees not to undertake other paid employment without the consent of the Council.
Termination	The post holder or Rye Town Council will be required to give a minimum of 3 months' notice of termination of employment.

01/26