



**RAMSGATE TOWN COUNCIL**  
**STAFF VACANCY**  
For a  
**TOWN SERGEANT**

Ramsgate Town Council is intending to appoint a Town Sergeant to carry out various duties involved in attending Civic functions in Ramsgate and at various venues in South East England.

Applications from both male and female applicants are both encouraged and actively requested.

**The job:**

- Drive the Mayor / Deputy Mayor / Civic Representative so that they can attend the various events in the Civic year.
- Be responsible for the care and maintenance of all Civic insignia.
- Assist the Mayor / Deputy Mayor / Civic Representative in their duties as required.
- Work under the guidance of the Mayor's Personal Assistant.

The Council is looking for someone who can demonstrate safe driving skills, a good level of organisation in carrying out their duties and a large measure of tact and diplomacy as he/she will be ensuring that when Ramsgate is being represented, it does so effectively.

**Hours:** As required according to the Civic diary. (Weekend working may be required, dependant on engagements).

**Total hours per week:** 15 hours (plus occasional overtime in agreement)

**Pay:** £10.63 per hour starting rate (National Joint Council scale SCP 7-12).

**Pension:** Auto enrolment pension scheme in operation.

**Paid holiday:** 22 days per year / pro rata

**To Apply:** Complete the application form and equalities monitoring form.

**Send to:** Kim Hobbs – PA to the Mayor  
Ramsgate Town Council  
The Custom House  
Harbour Parade  
Ramsgate  
CT11 8LP

Or via: [kim.hobbs@ramsgatetc.org.uk](mailto:kim.hobbs@ramsgatetc.org.uk) CV's will not be accepted

**Deadline for applications Thursday 30<sup>th</sup> June 2022**