



VACANCY

Deputy Clerk

- 37 Hours per week (Permanent - onsite)
- £47,181 - £51,356 SCP 36 - 40 (Dependent on qualifications and experience)
- Green Book conditions
- Local Government Pension Scheme

CLOSING DATE 31 DECEMBER 2025 (12 noon)
INTERVIEWS W/C 12 JANUARY 2026



BLETCHLEY AND FENNY STRATFORD TOWN COUNCIL



01908 649469



www.bletchleyfennystratford-tc.gov.uk

Join Our Team – Deputy Clerk

Bletchley and Fenny Stratford Town Council is looking for a proactive, committed, and community-focused Deputy Clerk to support the council as it moves into its next phase.

About the role

This is a key supporting role where you'll

- assist in delivering the council's statutory responsibilities
- manage and develop the council's support services
- strengthen our work across the community by developing positive local partnerships.

About you

We're looking for someone who

- communicates with confidence and clarity
- brings experience in governance, organisational support, and effective service management
- approaches challenges with a proactive, solutions-focused mindset
- holds (or is willing to work towards) the Certificate in Local Council Administration (CiLCA) or an equivalent qualification.

How to apply

Please read the recruitment documents included in this pack, complete the application form, and send it to John Fairclough at john.fairclough@bletchleyfennystratford-tc.gov.uk.

Please contact John Fairclough on 01908 649469 if you would like an informal chat about the role. Interviews will begin as soon as we receive suitable applications with a closing date set for 31 December 2025.



About Bletchley and Fenny Stratford Town Council

The Town Council was established in 2001 and is located to the south of the Milton Keynes City Council unitary authority area, adjacent to the administrative boundaries of Buckinghamshire Council and Central Bedfordshire Council. According to the 2021 Census, the population of the council area was 21,471. The Council comprises 21 elected members. For the financial year 2025/26, the Council set a precept of £1,326,613, equivalent to an average Band D charge of £207.22.

The council area incorporates the town centres of Bletchley and Fenny Stratford, a range of industrial and employment zones, and significant retail and leisure developments, including Stadium MK. It also contains sections of the Grand Union Canal, part of the Blue Lagoon Local Nature Reserve, the scheduled monument of the Roman town of Magiovinium and associated fort, a number of priority habitats, and a limited selection of listed buildings.

The local population is diverse, encompassing both areas of relative affluence and communities experiencing significant social and economic deprivation. Levels of crime and antisocial behaviour are typically higher than those recorded in neighbouring areas. Housing provision within the area is varied, comprising Victorian terraces, post-war London overspill estates, ongoing regeneration schemes such as the Lakes Estate, and more recent residential developments, including Newton Leys, Eaton Leys, and new town centre housing.

Future development is anticipated to be shaped by major infrastructure and investment initiatives. The forthcoming East West Rail link is expected to generate additional growth, while the proposed Great Universal UK theme park and recent public investment through the Bletchley and Fenny Stratford Town Deal are projected to provide further economic stimulus.

The Town Council provides a range of facilities and services for the community, including the management of community buildings, public conveniences, allotments, a community orchard, markets and market stalls, Christmas lights, and youth and play activities. It also delivers community events, administers community grants and partnership funding, offers information and advice services, supports health and well-being initiatives, and undertakes local landscaping and maintenance.

The Council is committed to enhancing the quality of life for all residents and those who work within the area. It places particular emphasis on recognising, valuing, and supporting the diversity of its communities and acting as an advocate for all.



Deputy Clerk Person Specification

Education and Training

Essential

- Educated to at least A level or equivalent including professional qualifications where appropriate

Desirable

- Educated to degree level or equivalent

Skills and knowledge

Essential

- Excellent written and oral communication skills
- Theoretical and practical knowledge of the statutory duties of a local council
- Strong analytical skills
- General administration skills
- Project management skills
- Strong organisational and time management skills, with the ability to prioritise effectively.
- Effective prioritisation and delegation skills
- Able to manage and implement change diplomatically
- IT skills including use of Microsoft Office
- Awareness of Health & Safety legislation and best practice as it applies to council premises and activities.
- Ability to build effective working relationships with members of the council, employees and a range of stakeholders

Desirable

- Able to identify and implement best practice in new and existing projects
- Knowledge of current employment and health and safety legislation

Deputy Clerk Person Specification Continued

Experience

Essential

- Procurement of resources and services within predetermined budgets
- Experience preparing agendas, reports, and meeting documentation
- Development and implementation of solutions to administrative, technical and practical problems using IT and/or other tools
- Experience managing administrative systems and improving internal processes
- Independent decision making, applying judgement to seek advice or refer decision making when appropriate
- Delivery of agreed objectives

Desirable

- Previous experience in relevant local government area
- Experience in a leadership role in complex organisation

Personal Qualities

Essential

- Energy, enthusiasm and commitment
- Focussed on solutions
- Ability to inspire confidence in key stakeholders
- Ability to motivate and inspire staff to drive up standards
- Strong networking and communication skills
- Confident in speaking and presenting in public
- Commitment to continued professional development
- Willingness to work evenings and weekends as required

Desirable

- Driving licence

Deputy Clerk Job Description

Purpose of role

- Deputise for the Clerk in their absence, assuming full responsibility for governance, legal compliance, and service delivery.
- To manage the town council's customer and support services

Core Responsibilities

- Support the Town Clerk in day-to-day management of the council's operations, services, and staff.
- Prepare and issue agendas, supporting papers and reports for council and committee meetings.
- Attend council/committee meetings and produce accurate, timely minutes.
- Ensure the council complies with legal, statutory, and regulatory requirements, including governance, FOI, GDPR, and audit duties.
- Oversee implementation of council decisions, ensuring actions are completed efficiently and within deadlines.

Governance & Administration

- Maintain and update council policies, procedures, Standing Orders, and risk assessments.
- Support the planning and review of council strategies, service plans, and performance frameworks.
- Manage correspondence, enquiries, and complaints from residents, partners, and external bodies.
- Ensure efficient records management and information governance.

Financial Responsibilities

- Assist with budget preparation, monitoring, and financial reporting.
- Support financial controls, purchasing, invoicing, and payment processes.
- Work with the Responsible Financial Officer (RFO) on financial compliance and audit requirements.
- Support management of grants, community funding applications, and reporting.
- Ensure councillors receive appropriate induction, ongoing training, and development opportunities, in line with legal requirements and best practice.

- Make sure councillors are provided with the necessary equipment, digital tools, and resources to fulfil their roles effectively.
- Take responsibility for Health & Safety across the council, ensuring that appropriate policies, risk assessments, and compliance measures are in place and maintained, and supporting the wider Town Council in meeting its statutory Health & Safety obligations.

Project & Service Delivery

- Lead or support council projects, such as community initiatives, events and environmental improvements.
- Coordinate procurement processes and contractor management.
- Monitor project progress, risks, and budgets, and report to council or committees.

Community Engagement & Communications

- Support community engagement activities, consultations, and public meetings.
- Build positive relationships with residents, partner organisations, local authorities, and community groups.
- Assist with council communications, including newsletters, website content, and social media updates.
- Oversee the management and safe operation of town council premises from which services are delivered, ensuring facilities are well-maintained, compliant, and fit for purpose, and provide support and coordination to the Support Services Manager in relation to venue use and operational requirements.

Staff & Office Leadership

- Line-manage staff or volunteers where delegated by the Clerk.
- Support HR functions, including recruitment, training, appraisals, and welfare.
- Help maintain a well-organised, professional, and customer-focused town council office.



Bletchley and Fenny Stratford Town Council

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