

Date:	20th December 2018
Title:	Administrative Assistant Interviews
By:	Cllr. M. Keller
Purpose of Report:	To inform councillors of the results of interviews conducted on 19th December 2018
Recommendations:	That the choice of applicant approved by the interview panel should be ratified by the council.

The newly created post of Administrative Assistant was approved by the council at its November meeting and advertisements were placed on the council's notice board and website and in the Parish Magazine that month, with a closing date of 5th December.

At the closing date, a total of three applications had been received. One of the applicants, on receiving the full job description, raised some doubts about their ability to fulfil the job's requirements and it was decided not to invite this person to interview. The remaining two applicants were invited to attend an interview at the Village Hall on 19th December. The interview panel consisted of Cllr. Keller, Cllr. Bryant and the Parish Clerk.

Each interview took approximately half an hour, during which the applicants were given full information as to the role and its requirements. They were questioned to determine their abilities and suitability for the position.

As a result of the interviews the panel were unanimous in recommending that the position should be awarded to Mrs Stephanie Mills. The result of the interview has been communicated to Mrs Mills, who has indicated that she would be pleased to accept the position, should the council approve this appointment.

It is therefore the recommendation of the interview panel that the council resolve to appoint Mrs Mills to the position of part-time Administrative Assistant and instruct the Parish Clerk to draw up a contract of employment, with a view to Mrs Mills commencing work for the council on 1st February 2019.