

Temporary Business Support Staff

FREQUENTLY ASKED QUESTIONS (FAQ'S)

- Q. Is this a permanent position?**
- No, work is provided as and when required by the council and therefore we are unable to guarantee a fixed amount of working hours
- Q. Can I apply for internal positions within PCC?**
- Yes when you are registered on our database you have the opportunity to apply for internal council positions
- Q. What experience and qualifications do I require to apply?**
- Experience of working in business support/administration/secretarial roles, excellent oral and written communication skills, knowledge of IT and varying qualifications dependant on role
- Q. I would like to fit around school times does is this flexibility available?**
- Yes you can work flexibly across a range of services and locations on daily, weekly, or monthly assignments
- Q. Which posts are available and what are the hourly rates?**
- Any positions between a Grade 1 and Grade 8. Hourly rates are between £6.30 and £11.52.
- Q. Am I expected to work in the weekend?**
- Usual working hours and days are Monday to Friday (this could include evening work). Depending on assignment hours and days could change.
- Q. How am I paid?**
- You are paid on a weekly basis.
- Q. Do I receive any training?**
- Depending on the role you undertake if training is required to enhance the role then this is provided as required.
- Q. Can I sign up to other agencies too?**
- Yes you have the flexibility enabling you to work for other agencies at the same time.

**For an application form or further information please email
ManorDriveSolutions@peterborough.gov.uk or telephone 01733 384550**