



Charles Taylor Woodwork  
*Additional Information*  
*Office Manager*

In addition to information about this appointment, this pack contains:

- o Job Description
- o Person Specification

***Please ensure you have received all these documents and you complete and return them by noon 4<sup>th</sup> July 2008***

This document contains the following information:

- o Job Details and responsibilities
- o About Charles Taylor Woodwork
- o Terms of Appointment
- o Application and Selection Process

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**Job Details and Responsibilities**

**Job Title**

Office Manager

**Hours**

20 hours per week (flexible)

**Salary**

£18k - £25k pa pro rata (*dependent on experience*).

**Reporting to**

Charles Taylor

**Staffing Responsibilities**

Co-ordination with office colleagues relating to shared tasks.

**About Charles Taylor Woodwork**

Charles Taylor Woodwork is the home of high quality furniture design and manufacture. We are based in Dalkeith, just outside Edinburgh, and are one of the best resourced specialists in Scotland. Established in 1985, we have a long tradition of absolute commitment to quality throughout our entire design, manufacture and implementation phases.

Further information relating to the business can be found at [www.ctww.co.uk](http://www.ctww.co.uk).

**Terms of Appointment**

*Place of work*

The location of the business is at:

Charles Taylor Woodwork  
West Church,  
Old Edinburgh Road,  
Dalkeith,  
Midlothian  
EH22 1JD

*Hours of Work*

The post is part time at 20 hours per week (exclusive of lunch). Fully flexible to be arranged to fit in with both the business and successful applicants requirements.

*Probationary Period*

The position with Charles Taylor Woodwork is subject to you completing a satisfactory 3 month probationary period.

*Leave*

The annual leave allowance will be 20 days per annum (pro rata). The annual leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December. If the appointment is made during the course of the leave year, your annual leave allowance will be proportional. There are an additional 8 days public holidays (pro



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rata) some of which are taken at fixed times of the year and the remainder by arrangement. If you wish or are required to work on a public holiday overtime arrangements will not usually apply. We shut down for 2 weeks over the Christmas period.

#### *Pension*

Except for access and facilitation to a stakeholder arrangement the company has no pension arrangements for this post at present

#### **Application and Selection Process**

All applications should be submitted with a CV and covering letter.

#### *Selection Process*

Those applicants who appear from the information provided to have the best qualifications, qualities and experience for the post will be invited for interview.

Candidates selected for interview will be required to attend an interview during the week commencing 28<sup>th</sup> July 2008\* in the company's offices.

\* we can be reasonably flexible to fit in with holiday arrangements.

#### *References*

You are requested to supply details of 2 referees. We will not contact your present employer until an offer of employment has been made.

#### *Feedback*

Any candidates that are not selected may ask for feedback after the recruitment process.

#### *Submitting Applications*

Please send your completed application to:

Avenell Recruitment  
PO Box 28525  
Edinburgh  
EH4 1WT

Or email the completed forms to: [recruitment@avenellhr.co.uk](mailto:recruitment@avenellhr.co.uk)

***By Noon 4<sup>th</sup> July 2008***

#### ***If you have not heard by Friday 18<sup>th</sup> July 2008 you can assume you have not been invited to an interview***

A formal offer of appointment will be made to the successful candidate on the satisfactory completion of pre-appointment checks.

#### **Start Date**

The ideal start date for the company is mid to end of August 2008, although for the right candidate we can be flexible.

#### **Equal Opportunities**

This appointment will be made in accordance with equal opportunities legislation and all applicants will be treated fairly, with respect and without bias. No applicant will receive less favourable treatment than others because of his or her age, gender, gender identity, sexual orientation, marital, family, racial group (which includes colour, race, nationality, national or ethnic origin), religion, disability (unless objectively justified), age (subject to the operation of a retirement policy) or Trades Union membership/ non membership/activities.

Any queries about the post or the selection process should be addressed to:

*Dave Harrold*  
*Avenell Recruitment*  
*PO Box 28525*  
*Edinburgh,*  
*EH4 1WT*