



RIPON CITY COUNCIL

VACANCY

HORNBLOWER, MEMBER OF THE HORNBLOWING TEAM

Ripon City Council is looking recruit a Hornblower, Member of the Hornblowing Team for regular duty of to three nights per week.

The Hornblowing duty is shared between a team of four, duties are allocated on a pre agreed rota and so some flexibility will be required.

The role is paid monthly in accordance with Local Government NJC SCP6, £11.42 per hour.

Job Description - Main responsibilities

To sound the Horn at 9.00 p.m. on an agreed number of evenings per week in the Market Square at Ripon by one blast at each of the four corners of the plinth of the Obelisk, and then provide a brief history of the horn blowing ceremony for the public in attendance. This ceremony is followed by the sounding of the Horn three times outside the Mayor's house or at the place of the Mayor's engagement in the City of Ripon.

Attendance at Civic events, ceremonies or processions during the Civic Year is also required.

Application packs can be obtained from Ripon City Council, Clerk's Office, Town Hall, Ripon, North Yorkshire HG4 1DD; email – admin@riponcity.gov.uk.

Closing Date for Applications: 12 noon Monday 9th October 2023



RIPON CITY COUNCIL

Application Form for the position of Hornblower (Member of the Hornblowing Team)

Please complete in your own handwriting & in black ink & return to:
Chief Officer, Ripon City Council, Town Hall, Market Place South, Ripon HG4 1DD

Personal

Position applied for: Hornblower; Member of the Hornblowing Team	Closing date: 12 noon 9th October 2023
Surname:	First names and title:
Address:	Telephone: Mobile: Email:

References

Please give the names and addresses of two referees. One should be your present or last employer. Neither should be a relative or close personal friend.

Referee 1	Referee 2
Name	Name
Address	Address
Telephone:	Telephone:
May we approach them now?	May we approach them now?

Employment Record

Please list all employment in reverse chronological order, starting with your present or last position. Please continue on a separate sheet if you need to.

Date From/To	Position Held/Duties	Name & Address of Employer	Reason for Leaving and salary

Education

Date From/To	Name & Address of School, College or University	Qualifications Gained

Please give the reasons you are applying for this position, and detail the experience which in your opinion makes you a suitable applicant and which provides evidence of the essential criteria as set out on the attached sheet. Please use a separate sheet if necessary.

Please give details of any outside interests or other information which you feel will support your application. Include here membership of professional bodies and service on voluntary organisations.

Employment Record

1. Have you ever been convicted of a criminal offence? Yes No

(Spent convictions, unless exempt under Rehabilitation of Offenders Act 1974, need not be disclosed. You may however be asked to apply for a disclosure if you are working with children or vulnerable adults.)

2. Are you related to any elected Councillor or employee of the Council? Yes No

3. Do you require a work permit to take up employment in the UK? Yes No

4. Do you hold a current driving licence? Yes No

5. Are you a car owner: Yes No

If so would you be willing to use your vehicle for work purposes? Yes No

I confirm that this is a true and complete record

Signature

Date:

Job Description – Hornblower, Member of the Hornblowing team

Overall Responsibilities

Your main responsibility is to sound the Horn at 9.00 p.m. on an agreed number of evenings per week in the Market Square at Ripon by one blast at each of the four corners of the plinth of the Obelisk, and then provide a brief history of the horn blowing ceremony for the public in attendance, answering any questions that may be asked; the script of the brief history is provided by the City Council and should be generally adhered to as historical fact.

After this part of the ceremony and by 9.45 pm (circumstances permitting) you should sound the Horn three times outside the Mayor's house (provided that it is within the boundary of the City of Ripon), or at the place of the Mayor's engagement in the City of Ripon, informing the Mayor that "the Watch is set", before returning home.

You may also be required by Council to attend Civic events, ceremonies or processions. It is your responsibility to inform the Clerk if you become unable to fulfil your duty on the night you had agreed to undertake your duty. Normally you will have agreed a night of duty well in advance of the date set between you and the Clerk.

You are required to treat with due care and keep safe the Horn when in your possession and maintain the Uniform in a good and clean condition (fair wear and tear excepted), and maintain a neat and clean personal appearance when exercising your duties and be consistent with a high standard of customer care. The Clerk will arrange for the frock coat to be cleaned on a regular quarterly basis.

You must not partake of alcohol, before or while you are on duty, unless invited to take a drink by the Mayor at a function or event. You should not enter licenced premises in uniform unless it is at the specific request of the Mayor, ie to set the watch. After setting the watch or an event you must remove your uniform and horn to the safety of home, before venturing out into the City, and certainly before entering any licenced premises. You must take such steps as are reasonably practicable to ensure your own health and safety at work and of other persons affected by your work.

Specific Responsibilities

1. To ensure the security and confidentiality of Council business, and that statutory and other provisions governing or affecting the running of the Council are observed.
2. You must at all times maintain the authority and integrity of the post of Deputy Hornblower and the traditions of the City of Ripon and conduct yourself in an appropriate manner.