

SELLINDGE PARISH COUNCIL

ADMIN ASSISTANT

Sellindge Parish Council is looking to employ a part time Administration assistant AND Minute taker.

This will be to carry out general administration work as agreed with the Clerk & RFO. In addition, you will be required to attend the Parish Council and Finance & General Purposes Committee meetings to take the minutes and write up for distribution each month, both of which take place during the evening.

The hours are 43 hours per month; with core hours to attend the meetings; the balance of hours can be worked on a flexible basis, subject to agreement with the Clerk.

The salary will be £8.72 per hour for workers over the age of 25, and will be reviewed at the end of the probationary period of 6 months and then reviewed annually.

Some overtime may be required at busy times during the year, especially when various projects are being arranged.

Experience of office administration would be preferred; however, training will be given.

In addition, an opportunity exists for the chosen candidate to undertake development within the Parish Council succession planning programme.

Sellindge is an equal opportunities employer and welcomes applications from candidates with diverse backgrounds.

Please email the Clerk, Linda Hedley, at clerk@sellindge-pc.gov.uk for more details and to request an application form; closing date for completed application forms is 5.00pm on 21st October.

Interviews will take place week commencing 2nd November, any job offer will then be subject to satisfactory references.