



Sodbury Town Council

We are recruiting a part-time

ADMINISTRATIVE ASSISTANT

Closing date for applications is midday on Monday 23rd August 2021

Interviews will be held during the week of 30th August 2021

The Administrative Assistant will be a key role within Sodbury Town Council, often being the first point of contact for the public. You will be required to provide administrative support to the Clerk and Assistant Clerk, as well as other members of the team including Councillors, on a range of administrative tasks to include IT/social media support and projects.

This is a permanent post with a probation period of three months.

This is a part-time role for 14 hours per week, working hours are flexible over a Monday, Tuesday, Wednesday and Thursday – to be discussed at interview. The salary grade is SCP 18 – 24 (£12.98 – £14.42 per hour) depending on experience, with membership of the Local Government Pension Scheme.

For an application pack please visit the Town Council website at <https://www.sodburytowncouncil.gov.uk/vacancy-for-administrative-assistant/>

For an informal discussion about the role please contact the Town Clerk, Cate Davidson on enquiries@sodburytowncouncil.gov.uk