

Vacancy

Kingsbridge Town Council, Quay House, Ilbert Road, Kingsbridge, TQ7 1DZ

Administrator/Receptionist

Thank you for expressing an interest in the post of Administrator/Receptionist. An outstanding long-term member of staff is off to pastures new and we are seeking another outstanding person to fill their shoes.

The hours are 16 to 20 hours per week from 9.00 a.m. to 1.00 p.m. spread over Monday to Friday but must include Tuesdays i.e. either 4 or 5 days per week. The actual hours and days to be worked to be agreed with the successful candidate.

The salary is in accordance with the National Joint Council for Local Government Services (NJC) Pay Scale spine point 13 at £11.73 per hour (£22,627 per annum full-time equivalent).

We require a cheerful, enthusiastic, reliable and organised person to become a key member of our small staff (Town Clerk and 2 Administrators/Receptionists) to provide effective administrative support to ensure the smooth running of council business and to be responsible for the day-to-day operation of the Reception Office. The successful candidate will work similar hours and alongside another Administrator/Receptionist with all responsibilities/duties divided. Our business is varied, interesting and at times it can be a case of all hands to the pumps!

If you wish to apply for this post please refer to the Person Specification and Job Description when completing the application form.

Job Description

Person Specification

Application Form

The closing date for applications is midday on Tuesday 15 February 2022 and we plan to interview on Friday 18 February 2022.

We look forward to hearing from you.

Councillor Mike Jennings
Chairman, Kingsbridge Town Council