

SOUTHWELL TOWN COUNCIL

Administration Assistant Required

Southwell Town Council is seeking an Administration Assistant to support the Council's main office at the Court House, Burgage, Southwell. This post is for 20 hours per week from Monday to Friday between 09.30 and 13.30 each day.

The role reports to the Clerk of the Council. It involves being the first point of contact for email and phone calls; helping to prepare agendas for meetings and typing up minutes; emailing councillors with information; supporting the Clerk on the management of facilities; helping with the organisation of events; and assisting the Finance Officer.

The successful candidate will be educated to a good standard, have excellent office competencies, including fast and accurate keyboard skills, good spelling and a thorough knowledge of Microsoft Office software particularly Word and Excel.

We're looking for a self-motivated person with a service-orientated mind-set, great attention to detail and good communication skills. There is room to develop this role, depending on the interest and abilities of the selected candidate.

In return, you will receive 25 days holiday per year (pro rata) plus Bank Holidays; a salary based on SCP level 5 of £19,312 (pro rata); plus pension and employment rights in line with National Joint Council for Local Government Services.

A more detailed **job description is available**. Please request this from the Clerk to the Council: clerk@southwell-tc.gov.uk.

If you wish to apply for this post, please complete an application form and submit with your CV and covering letter to clerk@southwell-tc.gov.uk.

Closing date: **Tuesday 25 May 2021**. Interviews to be held on **Monday 7 June 2021**. Interviews may be held in person or on Zoom.

We welcome applications from all sectors of the community. Southwell Town Council is an Equal Opportunities Employer.