



Receptionist Administrator - Southwell Town Council

Southwell has a population of ±8,000 and is home to vibrant retail centre, many tourist attractions including the stunning Minster cathedral and National Trust Workhouse. It has a sought-after secondary school and is the home of Brackenhurst Campus which forms part of Nottingham Trent University.

Southwell Town Council is looking for an experienced individual to take on the permanent, part-time role of Receptionist Administrator to be the first point of contact and undertake office administration duties.

The successful candidate will be experienced in working with the public as well as councillors and contractors. They will ensure that administrative services are completed accurately and in a timely manner, even under tight deadlines.

The following are some of the main duties to be undertaken (for a full list, see the Job Description):

- Receive documents and correspondence, photocopying, maintaining digital filing systems
- Assist in Asset Management
- Strong command of MS Office Suite and ability to liaise with IT helpdesk to troubleshoot issues
- Organisation of all shared drive files and deletion as appropriate
- Assist with DBS and reference checks, onboarding paperwork, holiday and leave tracking and maintaining HR files
- Circulate agendas and meeting papers and keep track of meeting schedules
- Publish notices and meeting papers on notice boards and on the Council website
- Website maintenance and social media management
- Maintain paperwork and schedules relating to Markets and events and provide support for events where needed
- Record and report car park ticket machine faults
- Procurement of office supplies and equipment as well as regular maintenance tracking

The ideal candidate will demonstrate strong communications skills, accurate English grammar and spelling, strong IT skills and the ability to liaise effectively with varied stakeholders. They will look to continuously improve the office systems and be proactive in their approach.

If you are an organised, measured, thorough, community-minded, can-do person, with excellent communication skills and strong administrative skills, we would love to hear from you.

Hours: 25 –office based, Monday- Friday, 9:30am-2:30pm

Salary: NJC levels XXXXX excellent holiday allocation and pension contributions.

Application form and details are available from Southwell Town Council, the Old Courthouse, The Burgage, Southwell, NG25 0EP.

Application form, covering letter and CV to be sent by email to clerk@southwell-tc.gov.uk

Closing date: xx-xx- 2026. Interviews to be held w/c x xx 2026.

Southwell Town Council is an equal opportunities employer and welcomes application for all sections of the community.