



Vacancy – Part Time Administrative Assistant

The Parish Council are currently seeking to recruit a part time administrative assistant to provide support to councillors and the Parish Clerk. This is a new permanent position, which would suit someone with an office clerical background. The initial requirement would be for around 5 hours per week, which could rise to 10 hours, depending on future activities of the Parish Council.

The successful candidate would be required to carry out the majority of their work from home, using office equipment supplied by the Council, but for which they would need to have permanent access to Internet broadband and fixed line telephone for communication purposes. Some work would also entail attending Council meetings (usually in the evening) within the village. Knowledge of Microsoft Office software (or equivalent) is essential in carrying out the duties. Previous experience working in a local government or planning environment would be an advantage but not essential as full training would be given. Access to private transport for occasional journeys outside the village would also be an advantage and a standard mileage allowance would be paid for all authorised use.

The position would be paid at the standard local government rate for clerical staff below Parish Clerk (adjustable depending on previous experience) and would be subject to annual review. An initial probationary period of three months would apply.

If you are interested in the above position please contact the Parish Clerk at clerkedfpc@gmail.com or by telephone on 01323 811870 for further information and a full job description. The closing date for applications is 6th December 2018 and it is anticipated that interviews would be held before the Christmas holiday break.