



## **Heybridge Parish Council**

### **HEYBRIDGE PARISH COUNCIL IS LOOKING FOR AN ADMINISTRATIVE ASSISTANT TO PROVIDE ADMINISTRATIVE AND CLERICAL SUPPORT TO THE CLERK**

This person will be required to:

- Be the first point of call for customers looking to hire Plantation Hall, King George V Playing field and other general enquiries.
- Carry out various administrative tasks as requested by the Clerk.
- Deputise for the Clerk as and when required. Duties to include setting Agendas, taking Minutes of meetings and covering the Clerks responsibilities.
- Work closely with the Clerk and Lead Councillor for property matters, to seek quotations and arrange works as appropriate and prepare reports for full council.

Initially, the hours of work will be 12 hours per week, to be worked according to Council requirements and based on National Terms and Conditions.

In addition, you will be required to attend at least one evening committee meeting per month. 7.00pm – 10.00pm.

Pay will be in accordance with Local Council grades:

SCP 10-14 (£8.115- £8.722 per hour)

A skills test will be required.

For an information pack, please contact:

Mrs Amanda Hilton

Clerk to Heybridge Parish Council

01621 855652

Email: [clerk@heybridgeparishcouncil.gov.uk](mailto:clerk@heybridgeparishcouncil.gov.uk)

Closing date: Friday 21<sup>st</sup> September 2018

