



Arlesey Town Council invite applications for the position of:

## **Temporary Administrative Assistant**

**A temporary opportunity has arisen to provide Maternity Cover.**

The post-holder will be required to work **20 hours per week** as follows:

Monday to Wednesday: 9am to 1pm

Thursday: 9am to 2pm

Friday: 9am to midday.

NJC Salary: LC1 SCP 9 (currently £7.99 per hour).

This public sector role provides an interesting and varied opportunity to work within an active growing community. The Town Council is committed to protecting and enhancing the social, recreational and environmental well-being of Arlesey and its residents. The Resource Centre plays a key role in supporting this mission.

### **The successful candidate will:**

- possess excellent interpersonal skills; for dealing with members of the public in person, by telephone and email
- have proven relevant office/admin experience
- be able to organise and prioritise workloads
- demonstrate a good working knowledge of Microsoft Office packages: WORD, EXCEL & OUTLOOK.
- work well within a small team; providing support to the Town Clerk and Assistant Clerk to achieve high standards
- demonstrate use of initiative and problem-solving abilities
- be adaptable and flexible to meets the needs of the Council; particularly in terms of additional hours.

**Commencement date:** January 2018.

**An application pack** is available for download from our website using the following link: <http://www.arleseytc.co.uk/temporary-administrative-assistant-vacancy/> or can be requested by email: [townclerk@arleseytc.co.uk](mailto:townclerk@arleseytc.co.uk) or by telephone 01462 733722.

Please do not submit a CV in place of the Application Form. Please direct any queries to: Susan Foulkes, Town Clerk. Tel: 01462 733722 Email: [townclerk@arleseytc.co.uk](mailto:townclerk@arleseytc.co.uk)

**Closing date: Midday, Friday 5<sup>th</sup> January 2018**

**Interviews:** Date/time to be confirmed direct with applicants.