



Application Pack – Assistant Clerk (June 2019)

Arlesey Town Council are inviting applications for the above position, which is now vacant.

The post-holder will initially be required to work 29 hours per week, Monday to Friday 9am-4pm (half-hour unpaid lunch break) and Friday 9am-12noon. The ability to work additional hours, particularly to attend evening meetings when required, is essential. An increase in the normal weekly hours may be likely in the future.

Salary range: NJC SCP 13 - SCP 17 (£11.45 - £12.39 per hour dependent on experience) plus Nest Pension.

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 Assistant Clerk plays a key role in ensuring the success of this mission.

The successful candidate will:

- possess excellent IT and communication skills
- be self-confident in representing the Council
- have proven relevant office/admin, proof-reading, bookkeeping and customer service experience
- be able to organise and prioritise workloads
- demonstrate a commitment to achieving high standards and good working relationships
- be adaptable and flexible to meet the needs of the Council; particularly in terms of additional hours.

This pack contains: Assistant Clerk Job Description
 Assistant Clerk Person Specification
 Application Form
 Equal Opportunities Monitoring Form

Applications should be submitted using the Application Form provided with this pack. Continuation sheet may be attached where necessary. Please do not submit a CV in place of the Application Form.

Please direct any queries to: Janet Bailey, Town Clerk. Tel: 01462 733722 Email: townclerk@arleseytc.co.uk