



Axminster Town Council

ADMINISTRATIVE ASSISTANT

Salary: SCP 11 to 13 (£11.50 to £11.97 per hour) dependent on qualifications and experience

plus, membership of the Local Government Pension Scheme.

Hours: 30 to 37 per week, part-time or full-time. Permanent Role. Axminster based.

Equivalent Salary range £17,940 to £23,030.

No previous Local Government experience necessary.

Axminster Town Council is seeking to appoint an Administrative Assistant to our new team of staff. This is an exciting time to join a forward-looking organisation serving the residents of Axminster and surrounding area to deliver high quality services and amenities.

The Administrative Assistant is a key role for the Town Council often being the first point of contact for the public. The postholder works closely with other Council employees and Councillors on a variety of reception and administrative responsibilities. The role involves dealing with enquiries, providing administrative support to the team, and holding key responsibility for effective social media and web-based communications.

The purposes of this role are:

To provide administrative and clerical support for the Town Council.

To provide reception services and deal with enquiries from members of the public, directing them to Council Officers and alternative service providers where necessary.

To create and manage high quality communications on behalf of the Council.

To create, collate and maintain the Council's confidential computerised records to ensure accurate and current data is available to inform, direct and report the business and services of the Council.

This is a part-time or full-time role which may occasionally involve attendance at some evening meetings and/or working outside office hours.

FURTHER DETAILS AND AN APPLICATION PACK CAN BE OBTAINED FROM:

www.axminstertowncouncil.gov.uk (clicking the Job Opportunities tab) or by email to recruitment@axminstertowncouncil.gov.uk or in writing to The Town Clerk, Axminster Town Council, The Guildhall, West Street, Axminster, Devon EX13 5NX or Tel. 01297 631350

Closing date for applications is 12.00 noon on Friday 1st July 2022

Interviews to be held week commencing Monday 11th July 2022

Please only submit applications on the form available online – CVs will not be accepted.