

ATHERSTONE TOWN COUNCIL



APPOINTMENT OF ADMINISTRATIVE ASSISTANT (PART TIME)

Salary relative to experience in accordance with Local Authority SCP5 (18 hours per week, £13.26/hr)

If you have a genuine interest in helping our forward thinking and energetic Council to deliver timely, quality and innovative services to the local community, this post is ideal.

You will support the Town Clerk and Deputy Town Clerk with the general administration of Atherstone Town Council under their supervision or with training as required. You will assist with the running of Council services and properties, day-to-day enquiries and errands, and undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.

Suitable candidates will demonstrate an ability to meet deadlines, be highly motivated, enthusiastic, and community focused, have good administrative and IT skills (including familiarity with Microsoft 365 programs), good organisational skills and excellent communication.

We offer excellent nationally based terms and conditions of employment for this post which will offer flexible arrangement for working hours from Monday to Friday. This is an initial 6 month contract with possible progression to a permanent role.

Please call 01827 720829 or email clerk@atherstone-tc.gov.uk for further details.

Applicants should submit a CV and covering letter by email to clerk@atherstone-tc.gov.uk

Closing date for applications: Friday 17th October 2025

Atherstone Town Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.