

BAILDON TOWN COUNCIL

An exciting opportunity to make a difference

Baildon Town Council is a small dynamic organisation which aims to improve the quality of life in Baildon. 2022 promises to be an eventful year, can you help?

The town council is currently seeking to appoint an administration officer.

The successful applicant will have a minimum of GCSE passes at grade C or above in English and Maths as well as an IT skill set incorporating use of Word, Excel and Outlook. The administrative officer needs to be organised, flexible and able to show initiative when required.

The hours of employment will be 20 hours per week which will usually be worked over four to five days a week, but the demands of the role will require some flexibility. Attendance will be required at evening committee meetings throughout the year.

The salary scale is (NJC scale 7 – 12 £20,092 - £22,183)

The closing date for receipt of applications is 9am, on Friday 14th January 2022. Interviews will be held on Thursday 20th January or Friday 21st January 2022

To apply for the post, please download an application form, person specification and job description from the council documents section on our website, <https://www.baildowntowncouncil.gov.uk/documents.html> alternatively you can e-mail enquiries@baildowntowncouncil.gov.uk for an application pack.

If you wish to discuss the post, please contact the Town Clerk, Katie Whitham on 07541 204289 or via email at clerk@baildowntowncouncil.gov.uk