



PENISTONE TOWN COUNCIL



VACANCY FOR ASSISTANT TO THE CLERK

Penistone Town Council are currently recruiting for a permanent Assistant to the Clerk. Penistone Town Council are an active, busy Council that are looking for a highly motivated, flexible and enthusiastic person who can apply excellent attention to detail and work on their own initiative in an interesting and varied role.

This is a part-time post of 24 hours per week and the successful applicant will be based at the Town Council offices located in St John's Community Centre, Penistone. The salary is in accordance with National Joint Council recommendations; pay scale LC1 (above substantive range), points 13 to 17, dependent upon qualifications and experience.

Duties include providing assistance to the Town Clerk, Finance Officer and Members of the Town Council, which will include primarily undertaking administrative duties as directed by the Clerk. The successful applicant will have good communication, administrative and literacy skills as well as a good IT skill set, as they will be interacting with a wide range of people, and other organisations in both verbal and written formats. The Assistant to the Clerk will need to be hands on with support from the Clerk with a strong desire to develop within the post.

Previous experience is an advantage in Local Government but training will be provided in areas to meet the role.

Applicants will need to be available to work on occasions in the evenings and weekends, for which time off in lieu by mutual agreement will be given.

Please note CV's will not be accepted and a full job application form will be required for completion.

An application form, job description and person specification can be obtained from:

finance@pentowncouncil.gov.uk

For further queries on the post please contact Tara Ball, Town Clerk and Responsible Finance Officer on:

clerk@pentowncouncil.gov.uk

Closing date for applications: Friday 13th August 2021 at 12 noon.