



St. Anne's on the Sea Town Council

West Lodge, 5 St George's Road, St Anne's on Sea Lancashire FY8 2AE
Town Clerk Kevin Martin 01253 781124
Email townclerk@stannesonthesea-tc.gov.uk

JOB VACANCY

Administration and Support Officer (part time 25 hours per week)

Salary: SCP 6 £19,698 per annum pro-rata

St. Anne's on the Sea Town Council is looking to recruit an additional member of staff to support the Town Council's administrative functions and assist with a range of activities delivered by Councillors and staff.

Based in St Anne's Town Centre, currently at West Lodge, the post holder will primarily be expected to provide front of house cover during office opening hours. This will involve dealing with face-to-face customers, handling telephone calls and responding to any contact via social media, emails and the Council's website.

The postholder will also be expected to provide support to colleagues in the office on a wide range of administrative tasks and to actively assist at Council activities/events.

The post is part time (25 hours per week) which would normally be worked Monday to Friday and include the core hours of 9 am to 1 pm. However some flexibility will be required to support Council activities and events. This will include some limited weekend and evening working for which appropriate adjustments will be made.

Possession of a driving licence and access to a vehicle would be an advantage for carrying out tasks within the town but is not essential. Mileage payments will be made for any business travel subject to the postholder being insured for business use.

The post is for a fixed period of three years and is subject to the satisfactory completion of a probationary period of 6 months. The post is also eligible for membership of the Local Government Pension Scheme.

An application pack is available:

- On the Council's website www.stannesonthesea-tc.gov.uk
- By emailing townclerk@stannesonthesea-tc.gov.uk
- By calling 01253 781124 and leaving your name and email address

For an informal chat about the post please contact the Town Clerk on 01253 781124 or email townclerk@stannesonthesea-tc.gov.uk if you require any further information.

Please note CVs are not accepted.

The closing date for applications is Friday 13th August 2021