



JOB VACANCY

DEPUTY TOWN CLERK.

Salary within grade LC1 (from 1 April 2019 - SCP 6- 20 - £19171 - £25295 p.a.)

Subject to experience and qualifications

Full-time (37 hours per week)

Somerton Town Council is a forward-thinking Council at the centre of a thriving local community. The Council has Quality status in the Local Council Award scheme and aspires to achieve Gold level following the May elections.

Somerton Town Council is seeking someone for this varied and responsible role, to work with the new Town Clerk, Judy Raybould in the running of the Clerks office.

The position will involve you in all aspects of supporting the Town Clerk in her duties. The successful candidate will have knowledge or experience of office systems and be used to researching and gathering information and be capable of using their own initiative.

The post is 37 hours per week to include attendance at some evening meetings.

In addition to assisting in the day to day administrative work the post holder will work closely with Councillors to deliver the objectives of the Council.

Candidates will need to demonstrate sound administrative experience, good IT skills and the ability to work with the community, for the community.

The position is based at:

Somerton Town Council
Edgar Hall
8 Cary Court
Somerton Business Park
Somerton
TA11 6SB

Please visit our website www.somertontowncouncil.gov.uk to download a recruitment pack and an application form.

Closing date for applications: 12 noon Wednesday 10th April 2019.

Interviews and a practical assessment will be at Edgar Hall will be held on Tuesday 16th April 2019.

Successful candidates may be invited for a second interview on Wednesday 17th April 2019.

Candidates should ensure they are available to attend on these days should they be selected for interview at each stage.

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