

ADMINISTRATION ASSISTANT

SCP 5-6 (£19,650 - £20,043 Full Time Equivalent; actual salary range £13,277.03 - £13,542.57 based on 25 hours)

Pro-Rata Hours: Up to 25 hours per week Monday – Friday 9am – 2pm.

Fremington Parish Council is recruiting and looking for an enthusiastic, organised, and personable individual to support the administrative services of the Parish Council. The ideal candidate should have excellent communication skills and a sound knowledge of administrative procedures, experience of working in Local Government is desirable but not essential as training will be given.

For an application pack please contact the Parish Council Offices via email

admin@fremingtonparishcouncil.gov.uk or phone on 01271 321063

Applicants can also apply via the indeed website.

Closing date for applications is 1pm on Friday 29th July 2022