

INGLEBY BARWICK TOWN COUNCIL

Vacancy for Part Time Administration Assistant

The Town Council has a vacancy for an Administration Assistant to assist the Town Clerk and to undertake the day to day administration tasks of the town of Ingleby Barwick. We are seeking a friendly, trustworthy and committed person to fill this role.

Part time: A 12-hour contract is offered to be worked over 2/3 days. The working days will be Tuesday/Wednesday/Thursday, including occasional evening meeting attendance. You may be required to work extra hours, as and when necessary.

Salary: £ 8.50 per hour

Candidates need to be flexible, organised and able to work independently. IT and communication skills are essential. Experience of working in a similar environment would be an advantage.

To download an Application Form, Job Description & Person Specification please visit: www.inglebybarwicktowncouncil.org.uk

Alternatively, an application pack can be collected from the Town Council Office. To make arrangements please contact the Town Clerk on tel: (01642) 308665 or email: town.clerk@inglebybarwicktowncouncil.org.uk

Please hand write your application form, however a typed CV may also be included

Your completed application form along with a covering letter, should be sent either by post to: **Town Clerk, Ingleby Barwick Town Council, Barwick Lodge,**

**Ingleby Way, Ingleby Barwick, Stockton-on-Tees,
North Riding of Yorkshire, TS17 0RH**

or by email to:

town.clerk@inglebybarwicktowncouncil.org.uk

Closing date: Monday 12th March 2018

Interviews: Tuesday 20th March 2018