



CHARD TOWN COUNCIL

Receptionist/Administrative Assistant

Chard Town Council has an opportunity for a Receptionist/Administrative Assistant to work on a part-time basis for 16 hours per week. This is an exciting time to join the team as the Council moves forward into the future.

The main purpose of the role is to provide high quality, comprehensive administrative support to the Council's officer team and a welcoming, efficient and courteous reception service to the Guildhall.

Hours of work – 16 per week

**Salary – £21,575 - £ 21,968 (pro-rata) – pay award pending for April 2023
dependant on experience and qualifications**

23 days holiday plus 2 'statutory' days and bank/public holidays (pro-rata)

Excellent Local Government Pension Scheme

A full job description and person specification can be obtained from the

Town Council's website - www.chard.gov.uk,

by emailing Townclerk@chard.gov.uk

by calling 01460 239567 or by post from the Town Council

Address - The Guildhall, Fore Street, Chard, Somerset TA20 1PP

(The office is open Monday to Thursday 9:00am – 4:30pm & Fridays from 9:00am – 3pm)