



VACANCY

ASSISTANT TO BRETTON PARISH COUNCIL

Bretton Parish Council are looking for an enthusiastic, capable and flexible person to join our team as part-time assistant to the Parish Council.

Duties include:

To assist the Parish Council with mainly administrative and clerical duties as required, including taking minutes at some evening meetings, preparing documents for meetings etc. Applicants must be confident using email and word packages

To support activities at the Pyramid Community Centre and Unit 3 of the Parish Offices (based at the Pyramid shopping centre) including key-holding for some evening and weekend events to cover the Caretaker when required.

The role gives access to confidential information, so the applicant must be discreet and trustworthy. A DBS will be required, which the Parish Council will pay for. References will also be required.

Hours – 16 to 20 hours per week. The number of hours and times are flexible and will be agreed with the successful candidate. Some evening and weekend work will be required.

Pay – in excess of £11.50 per hour. To be agreed with successful candidate, dependant on experience and abilities.

There will be a 6-month probational period.

TO APPLY: Please send your CV to info@brettonparishcouncil.gov.uk – closing date 30th December 2022.

If you have any queries, please contact the Parish Clerk, Sylvia Radouani by email (above) or calling 01733 263019.