



Rugeley Town Council

ASSISTANT TOWN CLERK
25 hours per week
SCP 19 – 23 (previously known as SCP 26 – 29)
Salary £24,799 – £26,999 pro rata

The Council seeks an enthusiastic individual to assist the Town Clerk. This is an important post in our small team of staff and we are keen to appoint an individual capable of working on their own initiative whilst also working as an enthusiastic team member.

It is envisaged that the successful candidate will be well presented, efficient, bright and self-motivated. Computer skills will be required, and although not a necessity, it is desirable to have previous demonstrable relevant experience, preferably within a local government environment. An ability and commitment to promote good communications with staff, councillors and the public is essential. The post is part-time, Monday to Friday but some additional evening and weekend work will be required.

Further details are available on the Town Council's website (home page)
www.rugeleytowncouncil.gov.uk

Or from Hilary Goodreid, Town Clerk, Rugeley Town Council, Taylors Lane, Rugeley
WS15 2AA
Tel: 01889 574074
E-mail: clerk@rugeleytowncouncil.gov.uk

Application is by a covering letter explaining why you are suitable for the position and what you can bring to the job, accompanied by a detailed CV.

Closing date: Thursday 25th April 2019 at 12pm

Initial interviews will be during the day on Monday 29th April 2019 and shortlisting interviews will take place on Wednesday 1st May 2019 at 6pm.