

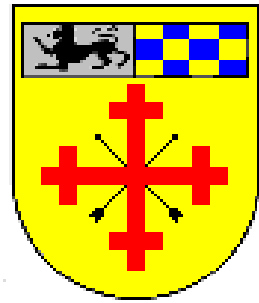
Castle Bromwich Parish Council

Council Office, Arden Hall, Water Orton Road,
Castle Bromwich, Solihull, B36 9PB

0121 747 6503

counciloffice@castlebromwichpc.gov.uk

www.castlebromwichpc.gov.uk



VACANCY: ADMINISTRATIVE OFFICER

25 hours per week (core hours of Mon-Fri 9am – 1pm)

Salary Grade: SCP 11-14 (£11.30-£12.00)

Principal responsibility for the post holder is to support the work of the Clerk to the Council with regard to all aspects of office administration and statutory duties.

Duties include document preparation, record keeping and filing, preparation and support for salary payments and book-keeping, responding to enquiries on the telephone, in writing and in person from residents and partner organisations. The post holder must be prepared to work occasional evening and weekends for which time off will be given in lieu.

Please contact the Clerk, Gemma Burgess for a full job description and an application pack on clerk@castlebromwichpc.gov.uk or 0121 747 6503.

Closing Date for applications: Monday 10th May 12pm

Start date: ASAP