



Broughton Astley Parish Council
are looking to recruit a

PART-TIME RECEPTIONIST / ADMINISTRATOR

To work within a busy office environment

16 HOURS PER WEEK

NJC SCALE 6 – 10. Starting salary £15,014 pro rata

A new position has arisen for a Part-time Receptionist / Administrator in the Parish Office located within the Village Hall, Broughton Astley. The Parish Council therefore needs to recruit an experienced and motivated individual with good customer service skills;

Duties include dealing with telephone, face to face and email enquiries, maintaining databases, receiving payments, taking hall hire bookings, filing and reprographics

If you would like to join our team, please contact Debbie Barber, Parish Manager on 01455 285655 or via email debbie@broughton-astley.gov.uk for an application pack. Alternatively the application pack can be found on our website www.broughton-astley.gov.uk

Closing date for applications is: Friday 11th May 2018