



Administrative Assistant Vacancy

Temporary 12 Month Contract

12.5hrs per week

SCP 6 £13.47 per hour

23 days holiday + public holidays (pro rata)

We are looking for an Administrative Assistant to join us working 2.5hrs a day, Monday to Friday from 10am – 12.30pm.

About the Role

You will be responsible for providing general and administrative support such as answering the phone, attending to emails, posting social media on behalf of the Parish Council and keeping the website up to date. You will also be interacting with visitors and hirers of the Parish Hall. The role includes undertaking routine financial processes such as invoicing and recording of payments, as well as helping with other duties as directed by your line manager, the Parish Clerk.

Key Requirements

You will have good and accurate literacy, numeracy and administrative skills and the ability to analyse information to solve general queries. Excellent communication skills are essential. You'll need to be able to work on your own initiative and be effective working both independently and as part of a team. You will need to be PC literate, and have good keyboard skills having knowledge of Microsoft Word and Excel.

Please complete the application form as CV's will not be considered a valid substitute.

For an informal chat or application form, please contact:

Kate Butler, Clerk – 0114 2879008

Closing date: **Friday 20th March 2026 at 12noon**

Interview date: **Wednesday 25th March 2026**