



# Carn Brea Parish Council

— Consel Plu Carn Bre —

Carn Brea Parish Council seeks a suitable and adaptable individual to work at Treloweth Community Hall, Pool on behalf of the Parish Council in the role of:-

## **Administrative Assistant**

The above position is a part time permanent post for 15 hours a week.  
Days and hours of work to be agreed with successful candidate.

**Salary £18,887.00 - £20,043.00 FT based on SCP 3 – 6 (Pro-rata £7,656.89 - £8,125.54)**  
**Salary award pending.**

The Administrative Assistant will be required to provide administrative support to the Clerk and Assistant Clerk, including occasional attendance at council meetings and taking minutes. Within the role you will be dealing with residents/contractors and outside organisations on a variety of issues.

You will be required to undertake a variety of general administrative duties which includes:- the updating of databases and online portals, the preparation, copying and issuing of papers for matters of council business and obtaining quotes for supplies and services.

**Application packs which include a job description and person specification can be obtained on our website: [www.carnbreaparishcouncil.gov.uk](http://www.carnbreaparishcouncil.gov.uk) or by contacting the Clerk:-**  
**Tel.no: 01209 313014 Email: [clerk@carnbreaparishcouncil.gov.uk](mailto:clerk@carnbreaparishcouncil.gov.uk)**

**Closing date for applications is 2<sup>nd</sup> October 2022**