



Manor House, Church Street, Littlehampton, West Sussex BN17 5EW
Telephone: 01903 732063, Facsimile: 01903 731690
lrc@littlehampton-tc.gov.uk, www.littlehampton-tc.gov.uk

Receptionist/Clerical Assistant

Part time 22.5 hours per week
Monday – Friday 12:00-16:30

NJC Scale 2 SCP 4 (£18,933)
£11,513 per annum (pro rata)
£9.81 per hour

Littlehampton Town Council is seeking to appoint an Afternoon Receptionist/Clerical Assistant.

The post holder will be in a varied and high paced job environment supporting the Administrative Team in the day to day running of the Town Council front of house services, this involves some of the following:

- Provide a reception service for the Museum and Town Council offices including answering the phone, responding to emails and visitors.
- Coordinate the general administration and lettings of Allotments.
- Process room bookings either by email or phone and making the necessary arrangements.
- Maintaining databases, online job ticket systems, statistics, and records in accordance with Council policies and procedures.
- Undertaking all filing, typing/clerical support and other office duties required to ensure the efficient management and running of the Town Council services.

The post holder will also provide central administrative support to Members and the Management Team.

Good communication and ICT skills are also vital to ensure the role is undertaken effectively. The successful applicant will need to be confident assisting members of the public, organised, flexible, able to multi-task and respond well to changing priorities with excellent time management skills. They must be able to work on their own initiative and be committed to team working.

In return we can offer 22 days annual leave, access to the Local Government Pension Scheme and discounted corporate membership at the Wave Leisure Centre in Littlehampton.

If you are interested in this varied and challenging role, we would welcome an application from you. Please refer to the Job Description and Person Specification which is available at www.littlehampton-tc.gov.uk where the application form can also be downloaded.

Only completed application forms will be considered for this position and successful shortlisted applicants will be contacted for interview.

For further information and to discuss the role, please contact Zoe Groves, PA to the Town Clerk on 01903 732063.

Closing Date: Sunday 23rd January 2022 at midnight
Interviews: Tuesday 25th January 2022
Proposed start date: As soon as possible