



DIDCOT TOWN COUNCIL Admin Assistant



**SCP 5 – 9 £24,790 – £26,409 pro rata (£12.85 - £13.69 per hour)
15 hours per week**

Benefits include up to 23 days holiday per annum (pro rata); Local Government Pension and opportunities to train and develop skills

Didcot Town Council is looking to hire a proactive and positive Admin Assistant to help manage the evening and weekend operations of its properties, primarily the Civic Hall.

This varied role includes handling bookings, answering phone calls, assisting with customer enquiries, setting up spaces, locking buildings, providing bar service, and cleaning rooms in preparation for the next users. You will also support Town Council business and events.

The ideal candidate will be 18 years or older, friendly, polite, and enjoy working with residents, Town Councillors, and fellow Town Council staff. All applicants must be physically fit and able to move tables and chairs. If you're a team player who enjoys interacting with the community, we'd love to hear from you!

Didcot Town Council supports all action for tackling the climate emergency with a task of working with the District Council to bring down our CO2 emissions both in production and consumption to reach carbon neutrality by 2030 and carbon zero by 2050. All DTC staff will play an important part in realising these ambitions.

An application form and further details can be obtained from Didcot Town Council, Britwell Road, Didcot, Oxfordshire OX11 7JN, telephone 01235 812637 or email council@didcot.gov.uk, or via the website at www.didcot.gov.uk

Completed applications - accompanied with a CV if you wish - should be emailed in confidence to Stuart Mundy, the Estate Manager smundy@didcot.gov.uk

The closing date for applications is 12 noon Wednesday 22nd January 2025. Interviews will be held week commencing 27th January 2025.

Didcot Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.