



BRACKLEY TOWN COUNCIL

20 High Street, Brackley, Northants, NN13 7DS

Telephone: (01280) 702441 www.brackleynorthants-tc.gov.uk

Office Administrator

Salary Scale 13 – 17 (£22,627 - £24,491) Full time – 37 hours

Following an office staff restructure, we have an exciting vacancy for a full time office administrator

Brackley is a vibrant and growing town, on the border of South Northamptonshire, with services expanding to meet that growth. The changes to the local government structure within the county also present new and exciting challenges.

The Town Council currently owns and manages the Grade II Listed Town Hall, the Old Fire Station and a new build large community hall. These provide great venues for events, weddings, performances and parties, etc. The Council has also been expanding its community events programme over the past few years. The Council is also responsible for large areas of open space and a cemetery, maintained by an in-house team of grounds staff.

We are looking for a real team player – we are a small team and work closely together. You may be asked to attend occasional evening and weekend events – time off in lieu will be given.

As a successful office administrator, your duties will be:

- To provide a professional first point of contact for visitors to BTC offices, telephone and website contacts and forward queries to appropriate services (BTC, SNC, NCC, Police etc.)
- Maintaining leaflets, displays and internal notice board and outside office notice board
- Maintain appropriate levels of stationery and office equipment.
- Maintain up-to-date, postal records, committee information and attendance register for all Councillors
- The administration duties for all council meetings
- Provide admin support to members of staff as required
- Provide assistance with the booking system when required
- Where necessary provide the Mayor with support including helping with correspondence and maintaining the civic diary of engagements
- Maintain an up-to-date database of contacts for local dignitaries, groups and associations for use by all staff.

To be considered, you will have the following knowledge/experience:

- Previous reception experience of at least 3 years
 - Previous admin experience of at least 3 years
 - Previous customer relation experience of at least 2 years
 - Previous local government experience (desirable)
 - Educated to A-level standard (or equivalent) and with good command of the English language, both written and spoken.
- or
- 5 GCSEs and equivalent practical experience

For an application form and job description please download details from our website www.brackleynorthants-tc.gov.uk or email deputy@brackleynorthants-tc.gov.uk

Closing date: 5pm 16 April 2021

Interviews: Week commencing 26 April 2021