



Sturry Parish Council

Job Vacancy

10 hours per week

Starting Salary SCP 5 £24790 pro rata

Office based

A vacancy has arisen for the role of Administration Assistant at Sturry Parish Council

The role would suit someone with good people skills and experience of working in an office environment.

This post will be under the direct management of the Clerk and will initially be 10 hours per week.

Education and Experience.

Ideally the candidate will:

be college educated.

have a minimum of two years admin assistant experience.

have knowledge of Microsoft Office 365, Word, Excel, Powerpoint, Publisher, Outlook and Adobe Acrobat.

have excellent written and verbal communication skills.

a current driving licence would be useful but not essential.

Key Responsibilities.

Provide administrative support to ensure efficient operation of office.

Answer phone calls and support visitors.

Carry out administrative duties such as filing, typing, copying, scanning etc.

Maintaining office stationery.

Will be responsible for updating Social Media sites.

Essential skills.

Attention to detail.

Good organisational skills.

Experience of multi agency working.



Sturry Parish Council

Must be able to follow clear processes and procedures

In return we offer a competitive salary, family friendly hours, a modern working environment and the possibility of career progress.

Appointment will be subject to a DBS check.

Sturry Parish Council is an equal opportunity employer.

References will be called for.

Applications including a CV by e-mail to clerk@sturry-pc.gov.uk

Closing date for applications is 30th June 2025.