



ATTLEBOROUGH TOWN COUNCIL

VACANCIES:

CLERK'S ASSISTANT

Required to assist with administrative tasks, liaise with Councillors and general public. Good communication skills, to assist with evening meetings and other events as needed. Experience of office and all administrative work is required. Formal minutes and good knowledge of GDPR and complaints handling is desirable. Ongoing training will be provided.

SENIOR CARETAKER

Required to maintain the Town Hall and public toilets including ensuring the security and general appearance of the buildings and surrounding areas are maintained. Setting up weekly street market, liaise with stall holders and assisting with grounds duties when necessary. Flexible hours including evenings and weekends as needed. Supervision of weekend Caretaker and liaison with other staff and hall hirers.

For an application pack please contact:-

**The CEO & Town Clerk to Attleborough Town Council,
Town Hall, Queens Square, Attleborough, Norfolk NR17 2AF**

Email: enquiries@attleboroughtc.org.uk

Tel: 01953 456194

Closing date for applications: 25.10.20