**Recruitment of Administrative Assistant**

**FURTHER INFORMATION, PROCESS AND TIMESCALES**

Thank you for your interest in the post of Administrative Assistant to Baildon Town Council. The information in this letter should be read in conjunction with the Job Description and Person Specification for the post.

Baildon Town Council is seeking to appoint an Administrative Assistant to report directly to the Town Clerk. The post is for a duration of 12 months, which could be extended given funding, working 15 hours per week, with some degree of flexibility over each month. The Administrative Assistant will work from the office of Baildon Town Council within Baildon Library and will normally be expected to be contactable at that office, by Councillors, public, and partner organisations.

The role also includes some evening meetings (this is currently the Planning meeting on the second Thursday evening of each month) but could be subject to increase depending on circumstances.

The salary will be £18,070 NJC Salary Scale 18.

A copy of the Job Description, Person Specification, and application form are attached. For further information, please contact Louanna Winch the Town Clerk (contact details above).

**Key dates:**

* Closing date for receipt of applications: **12 noon on** **Friday 9th February 2018.**
* Short-listing: **Week Commencing 12th February 2018**
* Interview : **Week Commencing 26th February 2018**
* Start date for successful candidate is **Monday the 9th April 2018**, subject to availability, receipt of satisfactory references and eligibility to work in the UK.

If you are keen to serve the Baildon community and would enjoy being at the heart of various improvement activities, and think this is the job for you, we look forward to receiving your application.

Best wishes

Peter Ashton

Town Councillor Peter Ashton
Chair of the Town Council and Chair of the Staffing Sub-Committee