

Portreath Parish Council
16 Glenfeadon Terrace
Portreath
Cornwall
TR16 4JX

October 2024

Dear Applicant

Assistant to the Clerk

Thank you for your interest in the above vacancy for the post of Administration Officer for Portreath Parish Council.

Please find enclosed a number of documents including:

- An Introduction to the Parish of Portreath
- Job Description
- Person Specification
- Safeguarding Statement
- Recruitment Privacy Notice
- Application Form

Please note that this is flexible a part time post, 488 Hours Annualised, approximately 40.6 hours per month where you will be required to attend evening meetings. The salary for the post is in accordance with the nationally recommended levels on the Local Government Spinal Column Points SCP 5 to 6 (£12.21 - £12.42 per hour, pay award pending.)

The closing date for applications is 31st October 2024. There will be an opportunity to meet the Clerk and Councillors at 5:30pm, prior to the October Full Council on the 7th October 2024. Shortlisting will take place in the week starting 3rd November 2024 with a view to holding interviews on the 18th November 2024.

If you have any questions, please do not hesitate to contact us.

Yours sincerely,

Shirley Nash

Cllr. Mrs Shirley Nash
Chairman of the Staffing Committee