

YATE TOWN COUNCIL

Service Support Assistant

**Do you want to work in your local community?
Yate Town Council is seeking a full time
Service Support Assistant**

37 hours per week

Starting Salary SCP 7, £22,369

Salary Scale £22,369 - £24,054 (Hay 10 SCP 7-11)

Yate Town Council's Service Support Team are after a new member. We are a small team and are the first people that the public meet on arrival at Poole Court.

The Service Support Assistant duties involve admin of the Yate Town Council official business such as meeting preparations, correspondence, social media, staff/office support and involvement in all aspects of our events from organisation to working on the day.

Come and join us!

Closing Date for Applications: Thursday 5th October 2023 at 12 noon

Interviews will be held in early October with the view to the successful candidate to start as soon as possible.

Online application forms can be found on our website:
www.yatetowncouncil.gov.uk/jobs

If you require a copy of the application pack in a different format, please contact our offices using the information below.
Poole Court, Poole Court Drive, Yate, South Glos. BS37 5PP
Tel: 01454 866506
vacancies@yatetowncouncil.gov.uk



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