



VACANCY

TOTTON & ELING TOWN COUNCIL
Civic Centre Totton SO40 3AP

We currently have the following **temporary** vacancy -

Centre Assistant – West Totton Centre
£24,404 - £25,584 per annum pro-rata

SCP – 4 - 7

Based at the West Totton Centre, we require an enthusiastic individual to provide an efficient reception/administration/assistant service. Ideally, you will have experience of working within a reception/administration/assistant role, combined with excellent communication/customer service skills, good organisation skills and a high level of accuracy. This is a varied role and the ability to use your own initiative at times, will be beneficial. This role is primarily a temporary role but there may be scope for the role to go permanent after 6 months.

Hours required: -

1 x Wednesday – 12.45pm – 18.00pm per month
4 x Thursdays – 17.45pm – 22.30pm per month

Additional evening shifts, sickness and holiday cover are also required.

For further details please contact Sadie Stringer on 02380 863138 or alternatively visit our website www.tottoneling-tc.gov.uk/your-council/vacancies/ to complete an application form.

Applications by application form only, CV's only will not be accepted, although they can be attached to the application form.

Closing date:- 10th January 2025

Totton & Eling Town Council is an equal opportunity employer that is committed to diversity and inclusion in the workplace.