

Job Advert

Applications are invited for a part time Assistant to the Town Clerk.

Council: Wilton Town Council, Wiltshire

Salary: LC1 (Full Time Salary £17,772 – £20,138 (pro-rata part-time) depending on experience and qualifications

The ideal person will be sociable and affable; self-motivated and able to maintain good relationships with employees, council members, contractors and the public. Experience in the local government would be useful, as would an interest in the work of the council and the community. Knowledge of MS Office is required together with an understanding of financial accounting

The hours are part time, 20 hours per week Monday to Friday with some evening attendance at meetings required. The successful candidate will have an option to join the Local Government Pension Scheme. Further information is available at www.wiltontowncouncil.gov.uk

Application is by way of a CV which should be sent by Friday 27th April 2018 to the Town Clerk at clerk@wiltontowncouncil.gov.uk or by post to the Council Offices, Kingsbury Square, Wilton, Salisbury, Wilts, SP2 0BA

Job Advert

Applications are invited for a part time Toilet Cleaner/Maintenance person

Part time Toilet Cleaner/Maintenance person required to work 16 hours per week over 6 days. The main responsibilities include the daily unlocking, locking and cleaning of the public toilets in the Market Square, Wilton, and carrying out minor maintenance tasks. Pay is in line with the prevailing Voluntary Living Wage including sick and holiday pay. Uniform, tools and equipment will be provided. Further information is available at www.wiltontowncouncil.gov.uk

Applications should be submitted by CV to the Town Clerk by way of e-mail to clerk@wiltontowncouncil.gov.uk or by post to the Council Offices, Kingsbury Square, Wilton, Salisbury, Wilts, SP2 0BA by 5.00pm Friday 27th April 2018.