



**Farnham Town Council
Administrator**

**Farnham Grade 2
up to £20,751**

Are you seeking a new challenge where you can be part of a team helping to shape one of the country's best places to live?

One of the largest town councils in the South of England, Farnham Town Council is seeking a good administrator to be an effective team player and support Council projects.

You will be part of an award winning team and take responsibility for your own workload and competing priorities. You must be highly motivated with a can do attitude, able to work under pressure and with a good attention to detail. Excellent interpersonal skills are required and a willingness to support a wide range of activities.

If you think you can contribute towards the continued success of the Town Council, please see the job description for more information and details about how to apply.

The closing date for receipt of applications will be 12 noon on Friday 4 Friday January with interviews to be held on Thursday 10 January 2019.



FARNHAM TOWN COUNCIL
Administrator

JOB SPECIFICATION

- Post:** Administrator
- Responsible to:** Assistant Town Clerk/Business and Facilities Manager
- Conditions:** National Joint Council for Local Government Services
- Grade:** NJC Range - Column Points 4 - 8 (up to £20,751)
- Pension:** Local Government Pension Scheme (managed by Surrey County Council Scheme)
- Car Allowance:** HMRC scale rate
- Working Hours:** Contracted hours of 37 per week
Core hours 9.00 am - 5.00 pm Monday - Thursday
9.00 am - 4.30 pm Friday
Saturday and Sunday and working outside of core hours as and when required for civic events (additional payment).
Attendance at evening meetings may be required on occasional evenings throughout the Municipal year as part of the role
- Holidays:** Public Holidays plus 2 extra statutory days
Annual Leave entitlement of 21 days with 4 additional days after not less than 5 years continuous service under one or more local authority at the date of appointment.
- Period of Notice:** One calendar month by either the employer or the employee
- Probation Period:** Three months from date of appointment for new appointees