



VACANCY

TOTTON & ELING TOWN COUNCIL
Civic Centre Totton SO40 3AP

We currently have the following part-time vacancy -

Centre Assistant – West Totton Centre
£23,114 - £24,294 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.

Hours required: -

4 x Thursdays – 17.45pm – 10.30pm (per month)
1 x Friday – 17.45pm – 9.30pm (per month)

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

For further details please contact Sadie Stringer on 02380 863 138 or alternatively visit our website [Totton & Eling Town Council \(tottoneling-tc.gov.uk\)](http://tottoneling-tc.gov.uk) 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: - 16th May 2024

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