



VACANCY

TOTTON & ELING TOWN COUNCIL

We currently have the following vacancy -

Centre Assistant

Calmore Community Centre

SCP – 4 - 7

£25,183 - £26,403 per annum pro-rata (£13.05 - £13.69 ph)

Based at the Calmore Community Centre, we require an enthusiastic individual to provide an efficient reception/administration/assistant service. Ideally you will have experience of working in these areas. We are seeking someone 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: -

Tuesday's 8.45am – 12pm

Friday's 8.15am – 12pm

Total – 7 hours per week

Additional 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:- 3rd June 2026

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