



Holybrook Parish Council

The Parish Office, Beansheaf Community Centre,
Charrington Road,
Calcot, Reading
RG31 7AW

Job Vacancy - Office Support (Part-time)

Applications are invited for the part-time position of 'Office Support' working a minimum of 10-hours per week.

The successful candidate will:

- Have office based experience and:
- Be prepared to work occasional evenings to attend Council and committee meetings (all meetings are scheduled in advance);
- Be computer literate and have sound knowledge in the use of social media;
- Possess excellent communication skills; written and verbal, and enjoy dealing with members of the public;
- Be able to work as part of a small team and individually;
- Have minute writing experience

touch-typing skills would be advantageous, however, in-service training will be given.

Benefits:

- Local government salary scales apply (Range £18,933 – £19,698 pro rata) depending on experience.
- Membership to the Berkshire Pension Fund Pension available
- Flexible working hours considered

Closing date for applications: Friday 4th March 2022

Written applications, enclosing a copy of a curriculum vitae, to be sent to:
Mrs Pam Kirkpatrick, Clerk to the Council, at clerk@holybrook-pc.gov.uk. Alternatively, you can post to:
The Parish Office, Beansheaf Community Centre, Charrington Road, Calcot, Reading RG31 7AW.

For more information please call the Clerk on 07704 66 33 97