



## **Much Wenlock Town Council**

# **VACANCY**

## **for an**

# **Administrative Assistant**

Part-time (15 hours per week)

Much Wenlock Town Council has a vacancy for a permanent, part-time Administrative Assistant to work as part of a small, friendly team which serves the community of Much Wenlock. We are seeking someone with general administrative experience and good communication skills, both verbal and written.

The role will involve contact with members of the public and will include a variety of administrative tasks. Applicants should be competent in the use of Microsoft Word and Excel.

The role is offered part-time, 15 hours per week, with working times to be agreed. The role is based at the Town Council office. The starting salary will be SCP7, £13.26 per hour. Lone working may occasionally be required.

For further details and an application form please contact Trudi Barrett, Town Clerk, at the Council office, or visit our website. The deadline for applications is midday on **Monday, 9<sup>th</sup> June 2025**.

Much Wenlock Town Council  
The Corn Exchange  
High Street  
Much Wenlock  
TF13 6AE

Tel : 01952 727509  
Email: [townclerk@muchwenlock-tc.gov.uk](mailto:townclerk@muchwenlock-tc.gov.uk)  
Website: [www.muchwenlock-tc.gov.uk](http://www.muchwenlock-tc.gov.uk)