



Imperial Rooms, Imperial Road
Matlock, Derbyshire, DE4 3NL
Tel: 01629 583042 – Fax: 01629 580174
Email: enquiries@matlock.gov.uk
www.matlock.gov.uk

MATLOCK TOWN COUNCIL ARE LOOKING FOR RELIABLE, CONFIDENT AND TRUSTWORTHY INDIVIDUALS TO JOIN THEIR BUSY OFFICE:

MANAGER

37 Hours/week

SCP 26 - 31 (£23,866 to £28,221 per annum)

The post holder will organise and co-ordinate Town Council procedures and practices in order to ensure organisational effectiveness, efficiency and safety, covering for the Town Clerk in their absence.

Good communication, computer, numeracy skills and people management are essential, as is a large degree of tact, diplomacy and flexibility.

OFFICE ADMINISTRATOR – 2 Posts

Part time: 18 Hours/week

SCP 11-17 (£17,006 to £18,672 pro rata per annum)

The post holders will undertake administrative tasks, supporting senior staff in their duties and Council protocols as required.

They will maintain a positive and friendly image, acting as the first point of contact to visitors and customers in person, online and on the telephone.

Good communication, computer and numeracy skills are essential, as is a large degree of tact, diplomacy and flexibility.

CARETAKER

Part time: 15 Hours/week

SCP 11-17 (£17,006 to £18,672 pro rata per annum)

There will be a requirement to work evenings and weekends on a rota basis.

The post holders will provide efficient and effective caretaking and cleaning support to the Council building – the Imperial Rooms.

They will ensure that security and general maintenance of the building and surrounding areas are maintained in accordance with required standards and will set up bookings for the Imperial Rooms, liaising with clients as necessary.

They will regularly display publicity material received on external notice boards as required and also assist at Town Council run events when necessary.

Training will be given for all posts, where appropriate

Contact us at the above address or on-line for further details or an application pack.

Closing Date: Thursday 14 June 2018

***Interviews anticipated to take place on
Monday 2, Tuesday 3 or Wednesday 4 July 2018***

Please note: We do not accept CV's