

CHURCHDOWN PARISH COUNCIL

RECEPTIONIST

Churchdown Parish Council is looking for a part-time Receptionist to commence as soon as possible.

Requirements for the Post:

Essential: Good IT and general administrative skills. Excellent communications and organisational skills. Familiarity with computer systems, preferably Microsoft Office Suite. Experience of working in an office environment, preferably with the general public. Ability to work with colleagues as a team member. Interest in community work.

Desirable: Local knowledge of the area of the Parish of Churchdown.

Hours: 12 hours per week, mornings. (flexible, Monday to Friday, not Thursday).

General: We are a small, busy office and work in partnership with Tewkesbury Borough Council's Advice and Information Centre. The post will entail mainly reception duties including answering the telephone and dealing with people visiting the Offices. It will also require some typing, filing and routine correspondence.

Other Information: Churchdown is situated between Gloucester and Cheltenham in the Borough of Tewkesbury. It has a population of around 12,000. Within its boundaries are Churchdown (or Chosen) Hill, Gloucestershire Airport, RAF Innsworth, some business parks and the Messier-Dowty factory. The Parish has two comprehensive schools, six primary schools and five church buildings. There is a wide range of shops and services at St. John's Avenue and other shops in the Village and elsewhere. There are two pubs and a club premises.

Churchdown Parish Council has 21 Councillors representing three wards. It operates and maintains seven play areas, three recreation grounds, a burial ground, and two allotment sites. It is responsible for maintenance of street furniture. Its other responsibilities include commenting on planning applications, responding to consultations, promoting the Neighbourhood Plan and administration of a taxi voucher scheme.

Further details and application form: Please contact Geraldine Connor, Clerk to the Council, at the Parish Council Offices, Parton Road, Churchdown, Gloucester, GL3 2JH, telephone number 01452-713528. The closing date for applications is noon, Wednesday, 31st October 2018. Interviews will be held shortly afterwards.