



Windlesham Parish Council

Joanna Whitfield
Clerk to the Council
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk
Telephone: 01276 471675

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

Operations Coordinator

Salary on the Local Government Pay Scale LC2 SCP 18-23
Actual part time salary £13,300-£14,667 for 18 hours per week
FTE salary £27,344-£30,151
Starting salary dependent on experience

Windlesham Parish Council is seeking to recruit an enthusiastic and committed individual to join a small team supporting a large Parish Council.

The post holder will provide a comprehensive range of clerical and administrative duties to ensure the Parish Council successfully maintains a robust asset management system, including health and safety compliance.

In addition, they will oversee all open space maintenance, working as part of the team, supporting the Clerk and Assistant Clerk with the overall administrative function of the Council.

The Council is looking for a bright, dynamic and resourceful individual with administrative and IT experience, including knowledge of MS Office. Additionally, the successful candidate will have excellent organisational and inter-personal skills and be willing to learn.

The role is 18 hours per week to be worked over 3 days.

To download the application pack containing the job description, person specification and application form please visit the job vacancies page at www.surreyheath.gov.uk/jobs.

Please note that CV's will not be accepted, and the application form must be completed and returned to apply.

Closing date for applications: Midday 13th January 2023

Interview date(s): TBC