



## **CLITHEROE TOWN COUNCIL**

**Clitheroe Town Hall, 9 Church Street, Clitheroe, Lancashire. BB7 2DD**

**Telephone: Clitheroe 01200 424722**

**Email address: [admin@clitheroetowncouncil.gov.uk](mailto:admin@clitheroetowncouncil.gov.uk)**

**Town Mayor: Councillor Donna O'Rourke**

**Town Clerk: Cathy Holmes**

### **APPOINTMENT OF ADMINISTRATIVE ASSISTANT (PART-TIME - 16 HOURS PER WEEK) (To be worked over five days, Monday to Friday)**

This position is permanent with the Town Council requiring a detailed knowledge of administrative work of a varied nature along with computer literacy and a working knowledge of Microsoft Office Suite

The salary is in accordance with the  
NJC Scale SCP12  
£27,711 per annum, pro rata  
The position is not superannuable

Further details and application forms may be obtained from:  
The Town Clerk, Cathy Holmes, Clitheroe Town Council,  
9 Church Street, Clitheroe, BB7 2DD  
or by telephoning 01200 424722  
or by email to [clitheroetownclerk@gmail.com](mailto:clitheroetownclerk@gmail.com)

**Application forms must be returned by 21 February 2025**