**STURMINSTER NEWTON TOWN COUNCIL**



**Receptionist Vacancy**

Sturminster Newton Town Council is seeking to recruit a Receptionist to provide support for the efficient running of the Council and to assist the Town Clerk to comply with financial, legal and administrative responsibilities.

**Essential:**

Must be able to work in the Council Office during opening hours Monday to Friday.

Must have good local knowledge of Sturminster Newton and surrounding area to effectively handle visitor enquiries.

Must have previous experience of working in an office environment.

The post is office based and for 15 hours per week, to cover office opening hours (Monday to Friday 0930-1230) The salary is set at NJC scale point 7-12, currently set at £13.69-£14.82 per hour. The package includes 24 days paid leave pro rata plus public holidays and a contributory pension scheme.

For a full job description and to download an application form please see the Town Council website [www.sturminsternewtontowncouncil-tc.gov.uk](http://www.sturminsternewtontowncouncil-tc.gov.uk).

Closing date for applications: 10th August 2025

Interviews will be held: Week Commencing 18th August 2025