**Blyth Town Council**

**General Services Assistant, NJC Scale LC2 – points 18-23 (£24,982-£27,741) pro rata, 30 hours per week, Tuesday-Friday**

We are looking to appoint a **General Services Assistant** who has the necessary skills, knowledge and experience to support the work of Blyth Town Council.

Applicants should be able to demonstrate a willingness to undergo relevant training, have good communication skills and an ability to work with minimal supervision.

Further information is contained in the job description and person specification.

All applications should be made on the appropriate application form which can be downloaded from our website [www.blythtowncouncil.org.uk](http://www.blythtowncouncil.org.uk) or can be issued by Blyth Town Council (please ring 01670 361668 or email info@blythtowncouncil.org.uk).

Completed application forms can be either emailed to: info@blythtowncouncil.org.uk or posted to: Blyth Town Council, Arms Evertyne House, Quay Road, Blyth, Northumberland, NE24 2AS

Closing date for all applications is Friday 22 October 2021

**Please note, the submission of a CV alone will not be considered.**