



Saltash Town Council **Service Delivery General Assistant**

Applications are invited for the position of a permanent Service Delivery General Assistant with immediate effect.

37 hours per week, variable, worked over 7 days – Monday to Sunday.

NJC - 7 - 9, £22,369 - £23,194. Local Government Pension Scheme, 24 days holiday plus bank holidays.

Application form, job description and person specification available from:

<https://www.saltash.gov.uk/jobvacancies.php>

OR

Saltash Town Council
The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX

Tel: 01752 844846

OR

Email: humanresources@saltash.gov.uk

Applications will only be accepted on the official Town Council application form, CV's will not be accepted.

Please contact the email address above if you would like further information about the role prior to completing the application form.

Please note, previous applicants need not apply.

If you have not received a response within a week of the closing date, then your application on this occasion has not been selected.

Closing date: 5:00pm on Wednesday 22nd March 2023, however, please feel free to apply as soon as possible, as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

Anticipated interview date: upon receipt of successful shortlisted candidate.