**BIGGLESWADE TOWN COUNCIL**

**Senior Administrator**

**Salary £21,748 to £23,080 per annum (SCP 11-14)**

**37 hours per week**

Biggleswade Town Council are seeking to recruit an experienced Senior Administrator to work 37 hours per week, Monday to Friday. They will work as part of the Administration Team to provide a comprehensive support service to the Town Clerk & Chief Executive and the Town Council.

Experience of minute-taking and agenda production are essential, as are a knowledge of working in an office environment. The post holder will need to have excellent communication and literacy skills and expertise in working with all Microsoft packages and Zoom.

This is a varied and interesting role with the primary focus being to ensure the smooth-running of the Council’s Committee meetings. The role will involve producing the agenda and taking the minutes of all Council and Committee meetings and ensuring that all actions from these meetings have been completed. Additionally, the role will involve supporting the Administration & HR Manager with the administration of the Town Council’s cemeteries and supporting the Administration Team with additional tasks where required.

As the Council and Committee meetings take place in the evenings, the postholder will need to be able and willing to attend evening meetings to complete their role.

A background in Local Government would also be an advantage, but more importantly is the ability to use initiative, achieve deadlines and have a keen eye for detail.

For a full Job Description, Person Specification and Application Form please contact:

Biggleswade Town Council, The Old Court House, 4 Saffron Road, Biggleswade, Bedfordshire, SG18 8DL.  
Telephone: 01767 313134  
Email: [enquiries@biggleswadetowncouncil.gov.uk](mailto:enquiries@biggleswadetowncouncil.gov.uk)

Or visit Biggleswade Town Council’s website: <https://biggleswadetowncouncil.gov.uk/vacancies/>

**Closing date for applications: Monday 3rd January 2022, 5pm**