

**Receptionist/Administrator**

Part- Time 20hrs per week (Mon-Fri 9-1) + additional hours as required

Salary NJC point 9 £ £16491 pro rata

Duston Parish Council is seeking to appoint a Receptionist/Administrator to assist with Parish Council administration and be the first point of contact for visitors to the Parish Council and Parish Centres.

An application pack and further details can be obtained from our website www.duston-pc.gov.uk or by telephoning the Parish office on 01604 583626

Closing date 29th September 2017 at 5pm

**Making Duston a Great place to Live, Work and Play**