



## CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

# VACANCY

Cambourne is a rapidly developing Community which is served by Cambourne Town Council. As Cambourne develops the Town Council is transferred facilities to make Cambourne a sustainable Community. The Town Council is responsible for the maintenance and letting of substantial number of community facilities.

**For**

## **APPRENTICE OFFICE ADMINISTRATOR UP TO 37 HOURS PER WEEK SALARY SCALE. National Minimum wage as of April 2023 for your age.**

Salary is subject to age.

The post holder will work in a friendly, supportive environment alongside the existing Town Office staff carrying out general office administration duties and assisting with the booking of the Town Council facilities.

Training will be provided whilst studying for a Level 2 Business Administration Apprenticeship qualification at Cambridge Regional College.

The Business Administration apprenticeship will give you the skills and knowledge required to become a highly effective member of almost any organisation. The apprenticeship is delivered mostly in the workplace through assessor-training visits and it offers a wide range of optional units specific to the needs employers and your particular interests such as diary organisation and minute taking.

**Closing date is 31<sup>st</sup> July 2023**

Application form, job description and person specification are available from:

Ellie Lydon (Committee Clerk)

The Town Office, High Street

Cambourne, Cambridge CB23 6GW

Telephone: 01954 714403

Email: [office@cambourneparishcouncil.gov.uk](mailto:office@cambourneparishcouncil.gov.uk)

For additional information on the post and the Town please contact John Vickery, Cambourne Town Clerk or Ellie Lydon, Committee Clerk.