

SHREWSBURY TOWN COUNCIL

We are seeking to recruit the following dedicated and proactive individuals to join our team:

Job Title	Pay Scale	Salary
➤ Administration Assistant – H&S (6 months fixed term)	J6, SCP 12 - 17	£28,598 - £31,022 (pro rata)

To provide general administrative support to the Town Council for Health & Safety and Building Management.

To support the Health & Safety Manager and other officers responsible for the Town Council's assets and facilities by ensuring that safety systems, records and compliance processes run smoothly as well as co-ordination of tasks to ensure a smooth and efficient operation for Health & Safety and Building Management.

The ideal candidate must have strong communication skills and be proficient in Microsoft Office packages, with the ability to work on your own initiative.

Working hours – 22.5 hours per week, 6 months fixed term contract.

An application form is available at: www.shrewsburytowncouncil.gov.uk

For an informal chat, please contact Clare Turner, Deputy Town Clerk (07817 089 540).

Closing Date for applications midday Tuesday 1st September 2026

Interviews will take place w/c 7th September 2026

Benefits:

- Training opportunities
- LGPS Pension Scheme