



# WINDERMERE & BOWNESS TOWN COUNCIL

*Representing the interests of the communities of Windermere, Bowness and Troutbeck Bridge*

JOB ADVERT (For website, noticeboards, Library, Community Centres and Employment Pages).

## **Assistant Town Clerk**

Windermere & Bowness Town Council is seeking to recruit a flexible and self-managing individual to contribute to the smooth running of the services it provides direct to the Community. The individual appointed will undergo training and development to eventually deputise and take on the duties of a Town Clerk.

The role will involve supervising the operation of the 7 public conveniences in Windermere & Bowness, overseeing contracts for cleaning, contactless payments and repairs and maintenance and inspecting the facilities regularly to ensure they are clean and pleasant. This will include answering complaints and responding to emergencies. A mobile phone will be provided. Other services will be added to the role as it develops over time.

The individual will be expected to work an average of 15 hours per week on a flexible arrangement depending on tasks.

Remuneration will be pro rata on the LC2 scale of £24,313 to £26,999 and will attract pension contributions. This role will suit an individual seeking to establish a career in local government in the longer term and for whom flexible working is desirable.

Please contact the Town Clerk by email to obtain a copy of the full job description.  
Applications should be made by email or post, sending your CV and a short statement (no more than 200 words) explaining why you are interested in this role, to:

Mrs Julie Hartley  
Town Clerk, Windermere & Bowness Town Council  
Dovedale, 2 Smithy How  
Casterton  
Cumbria LA6 2RX  
Email: [clerk@windermere-tc.gov.uk](mailto:clerk@windermere-tc.gov.uk)

**DEADLINE FOR APPLICATIONS: Friday 23<sup>rd</sup> October (4pm)**  
**Interviews are expected to take place week commencing 9<sup>th</sup> November.**

