



EPPING TOWN COUNCIL

EPPING HALL, ST JOHNS RD, EPPING, ESSEX CM16 5JU

Tel: 01992 579444. Email: info@eppingtowncouncil.gov.uk

JOB VACANCY

Clerk's Administration Assistant (3 days per week) **Epping Town Council**

SCP 2, plus London weighting

(£24,413, plus £1,045 London weighting, pro rata)

The Council is seeking a highly organised person to join Epping Town Council as the Town Clerk's Administration Assistant.

The Administration Assistant will be supporting the Town Clerk with the delivery of Council's services and will be the key the administrative contact for the Town Supervisor.

Work will include responding to letters and emails, managing the Mayor's Diary, the collation and binding of Council's minute books, filing material for the Town magazine, proofreading and general administrative tasks, such as dealing with post, ordering, uploading content to Council's website and dealing with ad hoc projects, as directed by the Clerk.

The post holder will be part of the small, friendly team, based at their busy office in Epping Hall, St Johns Road. The successful applicant will have excellent interpersonal and proofreading skills, be capable of managing a wide variety of ongoing tasks and be required to follow instructions and adhere to deadlines.

The post is three days per week (21 hours), Monday, Wednesday and Friday (9am to 5pm Monday & Wednesday and Friday 8.45am to 4.45pm), with 1 unpaid hour for lunch.

For an application pack, please contact Epping Town Council on:
info@eppingtowncouncil.gov.uk marked 'Job Vacancy' or 01992 579444.

To discuss the role in more detail, contact the Town Clerk, Beverley Rumsey on the email address above.

Closing date for applications: Friday 29th May 2026

Interviews scheduled for early to mid June.