



JOB VACANCY

Administrator (Full Time)

Hours:	37 hours per week
Salary:	LC1 (SCP 13-17) £29,064 - £31,022 + local government pension and generous annual leave entitlement
Contract:	Permanent (subject to satisfactory completion of probationary period)
Location:	Thornbury Town Hall

Thornbury Town Council is seeking an enthusiastic and experienced full time Administrator, with a “can do” attitude, to work as part of a small friendly team, supporting the day-to-day administrative functions of the Council and the services it provides to the local community.

This is a full-time role, 37 hours a week, and regular hours are normally 9am to 5pm, Monday to Friday (with a 4.30pm finish on Fridays). The role involves taking minutes at evening meetings (usually once a month, occasionally twice) for which time off in lieu is given.

The Council provides a range of amenities and services including the Mundy Playing Fields, the Chantry Field, several play areas, Thornbury Cemetery and the closed churchyard at St Mary’s Church. It also provides grants and other support to a range of local community organisations and events. This is an exciting opportunity to help make a real difference to the services on offer to local residents. It is also an opportunity to take on an incredibly varied and interesting role, getting involved in a huge variety of projects and tasks.

In return, we offer a competitive salary, generous annual leave, and access to the Local Government Pension Scheme. Full training will be provided, and the role will be subject to the completion of a satisfactory probationary period of three months. Most importantly, you’ll be joining a supportive and friendly team, all working together to make Thornbury an even better place to live.

Further information about this role and an application pack is available from our website www.thornburytowncouncil.gov.uk or by emailing info@thornburytowncouncil.gov.uk.

For an informal discussion about the role, please contact the Deputy Clerk on 01454 412103.

The closing date for applications is 9.00am on Monday 20 October 2025

Interviews will be held on Thursday 23 October 2025 or Friday 24 October 2025