

Town Clerk (FT – 37hrs)
Proper Officer

Marketing and Communications Assistant (PT – 20hrs)

Hospitality Manager (FT-37hrs)
Responsible for:
Restaurant Management
Events Management
Marketing and Communication of
Civic Centre, Events and Restaurant

**Assistant Town Clerk and Responsible
Financial Officer (PT – 32hrs)**
Responsible for:
Financial Management (S151 Officer)
Accounts, payroll and Finance Sub-Committee
Auditing/Insurances
Personnel (Human Resources)
Assisting Town Clerk with Proper Officer/Clerk duties

Estates and Facilities Manager (FT-37hrs)
Responsible for:
Facilities Management for Civic Centre
and UTC buildings
Building Maintenance programme
Health and Safety
Contracts Management
Management of Grounds staff
Grounds management of open spaces, nature reserves
and play areas
Contracts management – grass cutting, floral displays etc
Management of conservation – nature reserves and
ancient woodlands

**Cook
(2 x PT)**
(2 x 26hrs)

**Waiting staff
(4 x PT)**

(1 x PT 30hrs)
(1 x PT 25hrs)
(1 x PT 11hrs)
(1 x PT 6hrs)

**Kitchen Assistant
(2 x PT)**
(1 x PT 8hrs)
(1 x PT 4hrs)

Washer Upper

**Senior Administrative Officer
(FT - 37hrs)**
Management of Environmental and Leisure
Committee
Cemetery (Registrar for Burials and Ashes)
Allotments

**Admin Officer
(1 x PT
22.5hrs)**

**Admin Officer
(1 x PT
20.0hrs)**

**Head Groundsman
(1 x FT)**

**Grounds Staff
(4 x FT)**

**Countryside Ranger
(1 x FT)**

**Head Caretaker
(1 x FT)**

**Caretaker
(2 x PT 27hrs)
(1 x PT 24hrs)
(1 x PT 15hrs)**

**Cleaning staff
(1 x PT 10hrs)
(1 x PT 15hrs)**