



## **ADVERTISEMENT** **for Assistant Clerk**



**Assistant Clerk 27hrs weekly**  
**Wotton Town Council**  
**Office experience essential**  
**Enquire 01453 843210**  
**clerk@wotton-under-edge.com**  
**closing date noon 18<sup>th</sup> August 2020**

1. Advertising to commence 23rd July Gazette 2020, for 3 weeks
2. Adverts also on SLCC website, GAPTC website, local noticeboards & WTC website
3. Timeline  
21<sup>st</sup> July council authorisation  
23<sup>rd</sup> July to 17<sup>th</sup> August advertising  
Tues 18<sup>th</sup> Aug noon closing date  
Thurs 27<sup>th</sup> Aug interviews  
Fri 28<sup>th</sup> Aug notify successful candidate  
September onwards start as soon as possible

*Clerk to the Council: Ms S Bailey, Council Offices, Civic Centre, 2 Gloucester Street, Wotton-under-Edge, GL12 7DN Tel: 01453 843210 Email: [clerk@wotton-under-edge.com](mailto:clerk@wotton-under-edge.com) Website: [www.wotton-under-edge.com](http://www.wotton-under-edge.com) Office Hours: Monday, Wednesday, Friday 9am to 12.30pm Wotton-under-edge Town Trust Reg Charity No.20346*