



**GROVE PARISH COUNCIL
is looking for a highly motivated
Administrative Assistant**

**SCP 8 – £10,842 - £16,263;
Permanent contract for between 15 – 22.5 hours per week.**

The Council is seeking to appoint an ambitious and highly motivated Administrative Assistant who will be responsible to the Deputy Clerk for all admin matters regarding the Clerk to the Council and Deputy Clerk.

You will also be responsible to the Responsible Financial Officer for the Data Entry onto the Council's financial system.

The successful candidate will be expected to be appointed to the role Administrative Assistant on 1 August 2026 or sooner. There will be an opportunity for this role to go fulltime (37 hours a week) within the next 3 years

Further details can be obtained from Grove Parish Council, Old Mill Hall, School Lane, Grove, Oxfordshire OX12 7LB, telephone 01235 766599 or email office@grove-oxon-pc.gov.uk or visit the website at www.grove-oxon-pc.gov.uk

Completed applications may be emailed in confidence to Mr G M Mundy, Parish Clerk on clerk@grove-oxon-pc.gov.uk

The closing date for applications is 1 July 2026

Grove Parish Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community