



NEW ROMNEY TOWN COUNCIL

Requires a

TEMPORARY PLANNING CLERK

For a 13 Month Fixed-Term Contract



Remuneration: National Joint Scale SP03-SP08

Main duties to include: Administration of and preparation for Planning & Environment Committee meetings, Administration of the New Romney Highway Improvement Plan and general clerical duties.

*Min requirements: 5 good GCSEs or equivalent, including English & Maths and ability to demonstrate a high level of spoken and written language;
Clerical experience / computer literacy essential*

Hours: 14 hours per week, involving occasional evening and weekend work.

For further information and an application form, contact the Town Clerk at:

Town Hall, High St, New Romney, TN28 8BT

Tel: 01797 362348

Email: town.clerk@newromney-tc.gov.uk

Deadline for receipt of applications: Midday on Wednesday 5th February 2025

Anticipated interview date: W/C 10th February 2025