



Ribble Valley
Borough Council
www.ribblevalley.gov.uk



Excellent
pension scheme



Training and
development



Generous annual
leave entitlement



Christmas
leave



Flexible
working hours



Annual
pay review



Employee assistance
programme



Family friendly
policies



Staff discount at
Ribblesdale Pool

Civic Suite Attendant

Civic Suite - Clitheroe

Reference: CE204

Pay: Scale 1B (scp 3-4) £24,027 to £24,404 per annum
pro rata £12.45 to £12.65 per hour

Hours: 15 Hours Per Week (On an annualised basis)

We are excited to advertise for the position of Civic Suite Attendant in our Chief Executives Department. You will work closely with the Democratic Services and Civic Officer from the Council's Civic Suite in Clitheroe.

You will undertake general housekeeping responsibilities including meeting and greeting staff and visitors (for evening and daytime meetings), overseeing refreshments, kitchen duties and cleaning duties.

You will be responsible for opening the Civic Suite for meetings/functions and ensuring the premises are locked and alarmed after such events have concluded. The role will involve some lone working.

As you will be dealing with an array of customers ranging from Councillors to managers and outside organisations, you will be professional, efficient, organised and have initiative. Knowledge of IT will be desirable but not essential.

If this sounds like your next role, please follow the link below for an application pack and to view the job description in more detail.

Join us to receive a host of benefits such as flexible working hours, generous leave entitlement, occupational pension scheme and training/development opportunities.

Closing date: Friday 8th November 2024

Interview date: Thursday 21st November 2024



Guaranteed interview if all essential criteria are met.

We are an equal opportunity employer and applications are welcome from all minority groups.



To apply online: ribblevalley.gov.uk/jobs

Other ways to apply: For a paper application pack, send your contact details and vacancy reference number to HR@ribblevalley.gov.uk or call 01200 414596 (24-hour answerphone)

Reasonable adjustments: For any part of the recruitment process, please email us or provide further information on your application form.

Right to close early: We reserve the right to close job vacancies before the deadline, so please apply early to avoid disappointment.