



BRACKLEY TOWN COUNCIL

20 High Street, Brackley, Northants, NN13 7DS
Telephone: (01280) 702441 www.brackleynorthants-tc.gov.uk

Office Administrator Required

Salary scale 13-17 (£29,064 - £31,022 pay award pending)
37 hrs per week (Full Time)
Excellent Local Government Pension Scheme
Sick Pay and Holiday Pay Scheme

Join the team

Following an internal promotion, come and join our well-established, friendly team. This exciting role will provide effective and efficient office administration for the Council.

We are looking for an enthusiastic and committed individual who has previous experience of working in a similar role. Candidates must hold the necessary qualifications specified in the job description and person specification.

What can we offer?

Salary scale 13-17 (£29,064 - £31,022)
Full Time (37 hrs per week)
Excellent local government pension scheme
Holiday pay scheme and sick pay scheme
Employee assistance programme

Apply now

For an application form job description and person specification please download details from our website www.brackleynorthants-tc.gov.uk or email town.clerk@brackleynorthants-tc.gov.uk. Alternatively, you can collect an application pack from our office.

Closing date: 5pm Friday 26 June 2026
Interviews: Week commencing 29 June 2026