



Princes Risborough Town Council

Job Summary

Employer: Princes Risborough Town Council.
Location: Princes Risborough, HP27 9AX, Buckinghamshire.
Industry: Local Authority.
Job Type: Part Time 12hrs per week – Monday & Tuesday 9.30am – 3.30pm
Salary: £13.47 p/h (SCP 8) – £13.91 p/h (SCP 10) depending on experience

Administration & Bookings Support Officer

About the Job

A fantastic part-time opportunity has arisen for an Administration & Bookings Support Officer at Princes Risborough Town Council. This role would suit a methodical and reliable individual with strong administration skills. The successful candidate will need excellent attention to detail, alongside good organisational and interpersonal abilities. Key responsibilities will include supporting the Town Clerk in managing the Council's administrative procedures. Coordinating and attending meetings of the Town Council and assisting the Bookings Officer with booking activities for the Wades Centre.

Your duties will include:

- Attend up to 2 evening meetings per month (Tuesdays), taking minutes, and actioning decisions.
- Assisting with HR administration, including arranging interviews, preparing induction packs and confidential minute-taking.
- Providing cover for the Bookings Officer and supporting with bookings for the Wades Centre.
- Researching and preparing grant applications.
- Coordinating staff and Councillor training via the Council's training platform.
- Handling general enquiries (calls, emails, visitors)
- Liaising with contractors/suppliers for cleaning supplies
- Managing the Council's archiving requirements

The role offers development opportunities and may evolve to include additional responsibilities over time.

CLOSING DATE FOR APPLICATIONS: 12th September 2025
INTERVIEW DATE: 16th September 2025

The Princes Risborough Town Council is an equal opportunities employer and all applications will be considered. Please click [here](#) for an application form or contact the Town Council on 01844 275912 or email towncouncil@princesrisboroughtowncouncil.gov.uk