



Longridge
Town Council

VACANCY

Administrative Assistant / Deputy Clerk

Permanent Post at 6 hours per week

NJC Scale Point 19-23

£16.62 – £17.85 per hour subject to experience.

Reporting to the Town Clerk and working in the
Town Council Offices in Longridge.

Application deadline 26 September 2025

For additional information, a job description and
an application form email the Town Clerk

clerk@longridge-tc.gov.uk