Budleigh Salterton Town Council

VACANCY

Receptionist (Part-Time – 12 hours per Week (plus an additional 4 hours weekly for the first 18 months FTC))

Join Our Team at the Heart of the Community
Budleigh Salterton Town Council is looking to appoint a welcoming, organised and professional Receptionist to become the friendly face of our Council Offices.

This is a unique opportunity to play a key role in supporting the day-to-day life of the town, working at the centre of local services and community activity.

General Conditions
This is a part-time role, based at the Council Offices on Station Road, Budleigh Salterton.

Working days are Monday, Wednesday and Friday, in line with the Council's public opening hours of 10.00am to 1.00pm. Working hours are 9.30am to 1.30pm (plus four additional hours weekly for first 18 months.

Salary £12.71 per hour. Annual leave entitlement is 22 days per annum (pro rata), plus Bank Holidays where these fall on normal working days.

The role is subject to the Council's standard terms and conditions, including a probationary period, and is appointed in accordance with relevant employment legislation.

The Role
As the first point of contact for residents and visitors, you will provide a professional, efficient and approachable front-of-house service. You will be central to ensuring that enquiries are handled effectively and that the Council Offices remain a welcoming and well-run environment.

Key Responsibilities

- Assisting members of the public with enquiries and signposting to appropriate services
- Managing incoming and outgoing post
- Supporting the administration of bookings for Council facilities, including record keeping
- Maintaining accurate filing systems in line with data protection requirements
- Displaying and updating statutory notices, agendas and community information

- Undertaking general administrative duties to support the smooth running of the office
- Contribute as a core team member, supporting colleagues and proactively assisting with additional tasks when required.
- Ensuring the reception area remains tidy, organised and welcoming at all times
- Complying with all Council policies, including those relating to data protection, confidentiality, health and safety, and equality

Person Specification

You will be someone who enjoys working with people and takes pride in delivering a high standard of service. You will bring:

- Experience in a reception or customer-facing role (E)
- Excellent communication and interpersonal skills (E)
- Strong organisational ability and attention to detail (E)
- Confidence in using Microsoft Office applications (E)
- The ability to work independently and as part of a small team (E)
- A clear understanding of confidentiality and data protection (E)
- A positive, professional and community-minded approach (E)
- An interest in self-development and growth (E)
- Problem-solving and research skills, or a willingness to learn(D)
- Experience in marketing, social media, and website activities (D)

(E= Essential, D= Desirable)

Why Join Us?

This is a varied and rewarding role offering the chance to make a real difference at a local level. You will be part of a small, supportive team and play an important role in the everyday life of Budleigh Salterton.

Budleigh Salterton Town Council is an equal opportunities employer and welcomes applications from all suitably qualified candidates.

Interested?

Complete and return an application form, available from the BSTC website.

More info: contact Alice Gater-Wildgust, Town Clerk on clerk@budleighsaltertontowncouncil.gov.uk

Closing date for applications: Monday 11th May 2026

Interviews: Thursday 21 May 2026