



## RAMSGATE TOWN COUNCIL

# OFFICE ADMINISTRATOR REQUIRED

Ramsgate Town Council is seeking an organised and adaptable individual to provide a wide range of essential administrative support to the Council.

**The job:** The Office Administrator will support the smooth running of Ramsgate Town Council by delivering a broad range of administrative services and being a key point of contact for the public, staff and partner organisations.

The role involves:

- Assisting with day-to-day operations.
- Co-ordinating bookings and meetings.
- Maintaining accurate records and supplies
- Supporting communication and project work across the Council.

Applicants are asked to read:

- Office Administrator Job Description
- Office Administrator Person Specification

**Hours:** Working days may be arranged flexibly across Monday to Friday, with the requirement that the post holder works on Mondays.

**Total hours per week:** 30 hours.

**Pay:** £13.69 - £14.82 per hour (SCP 7 – 12) / Full Time Equivalent £26,403 - £28,598

**Pension:** Auto enrolment in the Local Government Pension Scheme.

**Paid holiday:** 22 days per year / pro rata

**To Apply:** Complete the application form and equalities monitoring form.

**Send to:** Mr D Williams - Deputy Town Clerk & Compliance Officer  
Ramsgate Town Council  
The Custom House  
Harbour Parade  
Ramsgate  
CT11 8LP

Or via: [deputy.clerk@ramsgatetowncouncil.gov.uk](mailto:deputy.clerk@ramsgatetowncouncil.gov.uk). CV's will not be accepted

**Deadline for applications 9am on Friday 24<sup>th</sup> April 2026**

Interviews are planned for the week commencing the 4<sup>th</sup> May 2026.