



Bude-Stratton Town Council  
The Parkhouse Centre  
Ergue-Gaberic Way  
Bude  
EX23 8LD  
Tel: 01288 353576  
Website: [www.bude-stratton.gov.uk](http://www.bude-stratton.gov.uk)  
[office@bude-stratton.gov.uk](mailto:office@bude-stratton.gov.uk)

19 October 2021

Dear Applicant

**The Role: Office Assistant**

Please find enclosed (or download) the job description/person specification and an application form.

**Please note CV's will not be accepted.**

Please do ensure you complete the Post Applied For section of the application form.

The deadline for applications for this post is midnight on 3<sup>rd</sup> November 2021

If you are selected for interview, you will be contacted within one week of the closing date. Unfortunately, we may be unable to respond to all unsuccessful applicants, therefore if you do not hear from us within 2 weeks of the closing date, unfortunately, on this occasion you have been unsuccessful.

The anticipated timescales:

Shortlisting: 4th November

Interviews: Week of 8<sup>th</sup> November

Start date: ASAP

If you would like further information regarding this role, please contact the Council Offices via the contact details above.

Yours sincerely

Keith Cornwell

Town Clerk & RFO