

# Penkridge Parish Council

## Part Time Receptionist/Bookings Clerk

Monday-Friday 1.30 pm - 5.00 pm

Scale 3 - 4 Pro-rata

To work within a busy Reception Office  
at the Haling Dene Centre.

Application form and Job Description from

Haling Dene Centre, Cannock Road, Penkridge, ST19 5DT

Tel: 01785 714157 or email [clerk@penkpc.co.uk](mailto:clerk@penkpc.co.uk)

Reception Open 9.00 am – 5.00 pm

Closing date Friday 14<sup>th</sup> February 2020