



## JOB VACANCY

# Circuit Administrator (Part Time)

We are looking for someone to enable the smooth administrative running of the circuit as both an organization and in support of it's staff.

The successful applicant will mostly work independently from home, with some in-person meetings, so home internet access and Microsoft Office skills are essential.

**Salary:** £14.56 per hour

**Working hours:** 20 hours per week.

**Closing Date:** Friday 29<sup>th</sup> May at 12:00 noon

**Interviews:** Thursday 18<sup>th</sup> June

**Appointment by:** Tuesday 7<sup>th</sup> July or as soon as possible thereafter

For an application pack, please contact Ms Manny Fordham, Circuit Steward, at [sm\\_fordham@msn.com](mailto:sm_fordham@msn.com)

Further information about the Circuit is available on our website using the following link [www.southamptoncircuit.org.uk](http://www.southamptoncircuit.org.uk)