



JOB ADVERT

We are seeking to recruit a **Deputy Town Clerk** to join our administration team.

If you have a genuine interest in helping our forward thinking and energetic Council develop and deliver timely, quality, and innovative services to the local community whilst engaging with residents and stakeholders, we want to hear from you.

You should be suitably qualified, highly motivated, enthusiastic and community focused, you will bring sound leadership, administrative management, communication, IT, financial and organisational skills and able to meet tight deadlines.

You should be highly motivated and a good team player. Ideally, you will have a financial qualification or bring excellent numerical skills with you. A flexible and “hands on” approach is required together with good interpersonal skills.

Job Title: Deputy Town Clerk

Location: Victoria Buildings, Lewin Street, Middlewich, CW10 9AS

Hours: 30 hours per week, including some evenings and occasional weekends

Salary: NJC Scale LC2 Pay Award pending

SCP 24 to 28 (£35,412 to £39,152 FTE pro-rata to 30 hours p/w)

or SCP 29 – 31 - £39,862 - £41,771 FTE pro-rata to 30 hours per week for CILCA Qualified Clerk

For further information or an informal chat please contact Ian Jones, Interim Town Clerk

T: 01606 833434 | **DD:** 07458 051300

E: clerk@middlewich.org.uk

[Middlewich Town Council – Serving the people of Middlewich](#)

Closing Date: Monday 24th August 2026, 12.00pm