



ADMINISTRATIVE ASSISTANT

GRADE 4

37 HOURS PER WEEK

SALARY: £17,681 - £18,319 per annum

(Please note that all salaries are subject to job evaluation)

The above permanent vacancy has arisen within the Business Support Department at South Wales Fire & Rescue Service Headquarters, Llantrisant, Rhondda Cynon Taf, CF72 8LX.

The post holder will be required to will be responsible for the provision of general administrative support and accurate production of documents across South Wales Fire and Rescue Service. The successful candidate will have proven experience of production of documents as well as evidenced experience of working in an Administrative environment.

An Application Form, Person Specification and Job Description can be downloaded from the Careers pages of our website www.southwales-fire.gov.uk the closing date for receipt of applications is **12:00, mid-day, 29th May 2018**.

Completed Application Forms should be returned to: The Recruitment and Assessment Team, South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX. The date for the selection stage is to be confirmed.

The successful candidate will be required to undertake a Drug and Alcohol Test and a Disclosure and Barring Service Check prior to an appointment being made. (This is not applicable for SWFRS employees).

We are a family friendly organisation and a flexible working system is in operation. Job sharing options will be considered. Please indicate clearly on your application if you wish to apply on a job share basis.

This document is also available in Welsh. You are welcome to communicate with us in either English or Welsh. Application forms submitted in Welsh will not be treated less favourably.

South Wales Fire and Rescue Service believes in the real value of having a diverse workforce and we proactively want to encourage applicants from all sectors of our community to apply.

