



Cyngor Gwledig LLANELLI Rural Council

Clerc i'r Cyngor
Mark Galbraith A.C.I.S.
Clerk to the Council

Adeiladau Vauxhall, Vauxhall, Llanelli, Sir Gaerfyrddin, SA15 3BD
Vauxhall Buildings, Vauxhall, Llanelli, Carmarthenshire, SA15 3BD
Ffon / Tel: 01554 774103
E.Bost / E.Mail: enquiries@llanelli-rural.gov.uk

Fy nghyf:
My ref: C/AE

Eich cyf:
Your ref:

Gofynnwch am:
Please ask for:

Alison Williams
01554 774103

enquiries@llanelli-rural.gov.uk

20 February, 2026

Dear Applicant

Thank you for your enquiry concerning the post of part time/job share Administrative Assistant Grade 4, in accordance with SCP 7-11 of the NJC Salary Scales - £26,403 (starting salary) - £28,142 pro rata, presently being advertised by the council. I have pleasure in enclosing an application form together with the following documents:

- job description
- person specification

Guidance notes are also provided to aid the completion of the application form which may be completed in the applicant's own handwriting or electronically. Applications submitted in any other format such as a 'curriculum vitae' cannot be considered. If however you are unable to complete the standard application form by reason of disability please inform us so that alternative arrangements can be made.

Applications should be returned to Llanelli Rural Council, Vauxhall Buildings, Vauxhall, Llanelli, SA15 3BD or by email to enquiries@llanelli-rural.gov.uk by Friday, 06 March, 2026 at the latest. Date of interviews for the post is to be confirmed. If you are not called for interview within three weeks of the closing date, please assume you have been unsuccessful with your application.

Thank you for the interest you have shown. I look forward to receiving your completed application.

Yours sincerely

Deputy Clerk



Mae Cyngor Gwledig Llanelli yn croesawu gohebiaeth yn Gymraeg new yn Saesneg
Llanelli Rural Council welcomes correspondence in Welsh or English

