

Administrative Assistant – Waste and Street Scene

Full-time (37 Hours)

Grade B1 - £28,598 - £30,024 per annum

North Kesteven District Council is seeking a highly motivated individual to join the Waste & Street Scene team based at our Metheringham Depot. This post puts you at the heart of a customer focused team which is critical in delivery of the Council's waste service.

Job Requirements:

- Excellent IT Skills
- Administrative Experience
- Customer Care Skills

Key Responsibilities

- Provide assistance in rectifying service specific problems
- Liaising with the public and colleagues to ensure excellent communication and language skills
- Collate, record, store and retrieve information including confidential and sensitive information
- Ensure effective communications at all levels

Key Attributes

- Understand and demonstrate the importance of teamwork.
- Excellent communication and language skills
- Willingness to learn.
- Highly organised, dynamic, confident and conscientious person

This role is based at Metheringham Depot 5 days a week

Within the team we work May to September 06:00 to 14:00

October to April 06:30 to 14:30

You will be required to apply a high level of focus when carrying out this role, to support the delivery of Waste & Street Scene team and show an appreciation of the contribution local government can make to the welfare of the people, living, working and visiting the district.

If you feel you have what it takes to join the Waste & Street Scene Team based at our Depot, could be the role for you.

If you would like an informal chat about this post, please call Jackie David on 01529 308380

To complete an application form and further details
Please visit our website www.n-kesteven.gov.uk

The closing date for all applications is **23 April 2026**

The interview date will be **29 April 2026**



North Kesteven
DISTRICT COUNCIL

Why join North Kesteven District Council?



Shortlisted for the local government sector's biggest accolades and recognised for our strength, stability and supportive working environment, North Kesteven District Council **is going places**.

Successful Partnerships



With a scale of ambition and achievement that belies our size, North Kesteven is widely recognised as **an effective, positive, and well-respected partner** that is future focused in regard to both the communities we serve and the colleagues who work at NKDC collaborating in successful outcomes.

Commitment to Carbon Reduction



Accelerating bold climate action aspirations, building homes at pace and to high-levels of energy-efficiency, growing capacity and confidence in the local economy, enhancing the local environment, delivering excellent services in ways that customers want them and investing heavily in advancing a District of Flourishing Communities, we draw on the talents of everyone with the team in achieving meaningful progress. With a direct thread linking every colleague's individual action directly to our overarching vision and purpose, it is as important to us that everyone sees how they contribute to and connect with our climate aspirations, as much as to our overall service delivery plans and personal wellbeing commitments

Your Wellbeing



Your wellbeing is as important to us as it is to you; with an agile working preference to facilitate a positive work-life balance, dedicated and award-winning wellbeing programme, discounted leisure access, generous healthcare and pension arrangements and a supportive culture that is championed throughout the organisation and recognised by public-sector leaders as a 'key priority' for us.

The Benefits

At North Kesteven, we pride ourselves on our benefits package. Colleagues existing benefits cover:



- Local Government Pension Scheme
- Enhanced holiday pay, increasing with time served
- Dedicated counselling services
- Free eye tests and vouchers for glass for DSE use
- A suite of fitness programmes
- Healthcare cash plan
- Cycle to Work Scheme
- Discount schemes
- Hybrid working





We know that we are only as good as the people that make us. We are proud of the many conscientious, committed, dedicated and determined individuals who collectively collaborate in shaping excellent, effective and efficient enhancements in the lives, fortunes and opportunities of our customers and our communities. But we're short of one person, specific to this role. If you feel it's you, please let us know how you can contribute and add something more to both what we do and what you do.



To get a sense of what we're planning over the coming years, see:

www.n-kesteven.gov.uk/NKplan

To explore what external industry assessors say about us, see:

www.n-kesteven.gov.uk/CPC2021

To share our longer-term 2030 vision, see:

www.n-kesteven.gov.uk/ourcommunitystrategy

To understand our climate approach, see:

www.n-kesteven.gov.uk/climateaction

To be informed on our strong financial position, see the finance plan at:

www.n-kesteven.gov.uk/NKplan

