



# Business Support Administrator Training Department

Training Department Rhyl Community Fire Station /  
Agile Working

Permanent, 37 hours per week

NWFRS Grade 04 £27,694 to £28,598 per annum pro rata



Providing administrative support to the Training Department, you will provide full administrative assistance and support to the Training teams across the Service. You will be the first point of contact for verbal and written enquiries to the department, from both external organisations and internally from colleagues and crew members. It is therefore essential that you are an effective communicator with a professional customer service focus to provide help and assistance to those contacting the team

Preparing and maintaining annual electronic rotas and inputting course details are just some of the tasks that will require you to have good attention to detail to accurately record information to the records management system.

Producing and maintaining training and development resources, maintaining stocks in preparation for course use in addition to providing general administrative support to all the team members, including typing letters and reports, producing statistics from the record management systems and filing. You will need to possess excellent Microsoft Office skills and be familiar with packages such as Word and Excel.

Please note that a minimum of Welsh Language level 2 skills are a requirement for this post; if not demonstrated on appointment, support will be provided to achieve this during the probation period.

Please note that this post is subject to a standard DBS Check and satisfactory references. For further details about the role, please refer to the information pack.

To apply, please complete and submit your application pack by email to: [recruitment@northwalesfire.gov.wales](mailto:recruitment@northwalesfire.gov.wales)

**Closing date for receipt of application forms is noon  
on 27/02/2026**

*The closing date will be strictly adhered to and no exceptions will apply.*

