



BOTTISHAM PARISH COUNCIL

VACANCY

ADMINISTRATION ASSISTANT TO CLERK

Bottisham Parish Council are seeking a proactive, detail orientated & flexible individual to support the Parish Council & Clerk.

The main role would be to support the Clerk, as directed, with day-to-day administration tasks including data entry, filing & liaising with funeral directors.

Other key responsibilities include:

Being a point of contact for public enquiries

Ensuring the Parish Council noticeboard is up to date

Providing general office handling inward & outward mail

Ensuring records, filing systems & burial records are kept up to date

In collaboration with the Clerk be involved in parish events and/or meetings

Deputising for the Clerk during absence (as directed by Chairmanship)

The successful applicant must have good communication, administrative and literacy skills as well as a good IT skill set, as they will be interacting with the public, Councillors, and other organisations in both verbal and written formats.

The hours are 3 hours a week managed flexibly between 09:00 – 17:00

Initial salary is £12.63 per hour (NALC national salary scale SCP 7)

Please send a CV by email to Parish Clerk:

clerk@bottisham-pc.gov.uk

Closing date for applications: 28th February 2025

Start Date: 7th April 2025

If you respond to this advert & you do not hear back from us within 3 working days post-closing date then you will unfortunately have been unsuccessful on this occasion.

The parish council is an equal opportunity employer.

