

COOKHAM PARISH COUNCIL

ASSISTANT CLERK (PART-TIME) SCP 16-18 £17,419 - £18,070 pa pro rata

We are seeking a highly organised and reliable individual to assist the Clerk in performing the duties of the Parish Council.

In addition to the general administrative duties of purchasing office supplies, typing and filing, the role will include interesting and varied responsibilities such as monitoring planning applications, ensuring the maintenance of footpaths, allotments, street-lighting, Cookham Cemetery and the Alfred Major Recreation Ground.

There will be extensive liaison with Councillors, Contractors and the public. Confident IT skills including Word, Excel and Outlook are essential.

The Assistant Clerk will be expected to deputise for the Clerk when required and this may require occasional attendance at evening meetings. Opportunities will be available for further development.

Hours of work will be Mon-Fri 8.30am - 12.30pm.

For further information and a job description, please telephone 01628 522003

Closing Date for applications 5pm, Monday 19th February 2018

Please send a CV and covering hand written letter to:
Jill Gavin, Clerk to Cookham Parish Council, Council Offices, High Road,
Cookham Rise, Berks. SL6 9JF.