



SHERE PARISH COUNCIL

*Serving the villages of Gomshall,
Holmbury St. Mary, Peaslake, Shere and
a large part of Abinger Hammer*

ASSISTANT TO THE CLERK TO THE COUNCIL - JOB DESCRIPTION

£10 - £12 per hour

(21 hours per week, including some evening work)

Responsible to: Clerk to the Parish Council/Responsible Financial Officer

Main duties and responsibilities

- to provide administrative support to the Parish Clerk
- to assist in the efficient running of the Parish office
- to provide cover for the office, in the absence of the Parish Clerk
- to service designated committees and working groups
- to deal with Tanyard Hall bookings
- to deal with general enquiries from the public
- to manage the content of the Parish Council's web-site
- to seek quotes for goods and services for Parish Council projects
- to deal with parish maintenance, playgrounds and Tanyard Hall matters
- to liaise with parish councillors and outside local organisations
- to maintain Parish Council records and filing systems
- to undertake any other duties as may be reasonably required from time to time