



SHERE PARISH COUNCIL

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

**Vacancy for Part-time Assistant to the Parish Clerk
(21 hours per week)**

The Parish Council seeks an enthusiastic, organised and diplomatic person to work in the Parish Office, alongside the Parish Clerk. Suitable candidates will have a successful track record in responsible administrative roles. Experience of dealing with the public, meetings administration and a keen eye for detail are essential. Previous experience in a similar role is desirable. Job Sharing will be considered for the right candidate/candidates.

This is a permanent position. The salary will be in the range of £10 - £12 per hour

Information on the role of the Parish Council can be found on the Council's web-site at www.shereparishcouncil.gov.uk together with the job description and person specification. For further information or an informal chat about this role, please contact the Clerk to the Parish Council and Responsible Financial Officer, e-mail: clerk@shereparishcouncil.gov.uk or telephone 01483 203431

Applications should be made in writing, including your curriculum vitae, and sent to clerk@shereparishcouncil.gov.uk or Shere Parish Council, Tanyard Hall, 30 Station Road, Gomshall, Surrey GU5 9LF

Closing date: 30th September 2019