



SHERE PARISH COUNCIL

Job Description

Part Time Assistant Clerk – Maternity Cover

**14-month contract – flexible working hours
Part office and part home based**

£14- £16 per hour (Dependant on experience)
(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 and other asset bookings
- to deal with general enquiries from the public
- to assist with the management the content of the Parish Council's website and social media
- 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 report and track issues to the Borough and County Councils
- to monitor and maintain the parish AEDs
- to maintain Parish Council records and filing systems
- to undertake any other duties as may be reasonably required from time to time