



DATCHET PARISH COUNCIL

VACANCY

ASSISTANT CLERK (Part time)

Applications are invited for the post of Assistant Clerk to the Council.

The position is part time, 18 hours per week, on a Monday, Wednesday and Friday, 9.00am to 15.45pm in the Parish Office, including 45 minutes allowance for breaks and lunch. Attendance is also required at a minimum of 12 evening meetings per year normally held on the second Monday of the month in Datchet village Hall 18:30 to 21:30pm, for which time off in lieu will be given.

The salary is based on the NALC national salary scales, starting SCP point 18 - £24,982 per annum, depending on qualifications and experience, and rising to SCP point 23 - £27,741 per annum. Pro-rata for 18 hours per week.

The Assistant Clerk will support the Clerk in delivering the proper administration of the Council and therefore a general knowledge of local Government procedures, financial, and administration is desired along with good communication and IT skills. Experience relating to the management of project work and updating websites will be an advantage. Training will be offered to the person in the role to become qualified in local council administration.

The post holder will also be the first point of contact for all enquiries by telephone, email or in person. Day to day duties will involve the typing up of council minutes, letters, reports, and agendas. Knowledge of Word and Excel are essential. The post holder may also be required to provide cover for the Finance Assistant and training will be given on the council's computerised finance package.

During the current pandemic, and or other emergencies, remote working will be necessary for all/most of the time and the applicant will be expected to have the necessary equipment to enable this.

The post holder should have their own means of transport, possess excellent Interpersonal skills, and must be able to communicate effectively with Councilors and residents.

Details of how to apply, together with a job description and a person specification can be downloaded from the Parish Council's website <http://www.datchetparishcouncil.gov.uk>

CLOSING DATE 3rd March 2021

Clerk at Datchet Parish Council, 1 Allen Way, Datchet, Berkshire, SL3 9HR
Email: clerk@datchetparishcouncil.gov.uk
Tel: 01753 773499.