

# Deputy Clerk – Datchet Parish Council

**Full-time, 37 hours per week**

**Salary: NJC SCP 24–32 (£35,412–£42,839)**

**Hybrid working (3 office days per week)**

Datchet Parish Council is seeking an organised, motivated, and community-minded Deputy Clerk to support the Clerk in delivering high-quality services, strong governance, and effective administration for the Parish.

This is an exciting opportunity to play a key role at the heart of the Council's operations. The successful candidate will help manage day-to-day administration, support councillors, assist with financial processes, maintain statutory records, and contribute to the smooth running of Council meetings and community services. The role includes deputising for the Clerk and acting as a main point of contact for residents, partners, and stakeholders.

## **About the Role**

The Deputy Clerk will:

- Support the Clerk in preparing agendas, minutes, reports, and meeting papers
- Assist with governance, compliance, and statutory duties
- Provide administrative and project support across Council services
- Help manage the Council's website, social media, and communications
- Support financial administration and act as Deputy RFO when required
- Oversee cemetery administration and assist with management of Council facilities
- Attend evening meetings (minimum 12 per year) and occasional weekend events

The role is based on a hybrid working pattern, with three designated office days (Monday, Wednesday, Friday and Tuesday and Thursday from home).

## **About You**

We are looking for someone who is:

- Highly organised, accurate, and able to manage competing priorities
- Confident with IT, including Microsoft Office and online platforms
- A clear and effective communicator, both written and verbal
- Professional, approachable, and committed to excellent customer service
- Able to work independently and as part of a small, supportive team

Experience in local government, finance, website management, or cemetery administration is desirable but not essential. Training will be provided for the right candidate.

The successful applicant will be expected to complete the ILCA qualification within 12 months and the CiLCA qualification within three years, with study support provided. Incremental salary progression is linked to qualification milestones.

## **How to Apply**

Application packs, including the Job Description and Person Specification, are available from the Parish Council website: [www.datchetparishcouncil.gov.uk](http://www.datchetparishcouncil.gov.uk)

**Completed applications should be submitted to [clerk@datchetparishcouncil.gov.uk](mailto:clerk@datchetparishcouncil.gov.uk) by 17<sup>th</sup> Feb 2026**

# **DATCHET PARISH COUNCIL**

## **JOB DESCRIPTION**

### **Position: DEPUTY CLERK**

#### **Job Purpose**

To support the Clerk in the effective administration, coordination, and delivery of all Council business, ensuring compliance with statutory duties, policies, and procedures. The postholder will provide professional advice and administrative support to Councillors, assist in managing day-to-day operations, and contribute to the smooth running of Council services.

This is a hands-on, operational role that includes regular work outdoors across the Parish. The postholder will help oversee Council facilities, support inspections, liaise with contractors and the Groundsman, and respond to issues arising on site. The role also includes deputising for the Clerk in their absence, acting as a key point of contact for Councillors, partners, and the community, and working collaboratively to support informed decision-making and deliver high-quality services that meet local needs

#### **The Post**

This is a full-time role of 37 hours per week, worked on a hybrid basis with three fixed office days (Monday, Wednesday, and Friday) and two days worked from home. The postholder will be required to attend a minimum of 12 evening meetings each year, usually held on the second Monday of the month at Datchet Village Hall from 7.00pm to 9.00pm; these meetings fall within normal working hours. Occasional additional evening or weekend attendance may be required to support Council business, for which time off in lieu (TOIL) may be applied in accordance with Council policy.

**Reports to:** The Clerk /RFO

#### **The Salary**

The post is graded on the NJC salary scale, SCP 24–32, with starting point dependent on qualifications and experience. SCP 24 currently equates to £35,412 per annum, with progression through the scale to SCP 32 (£42,839 per annum).

The appointment is subject to a six-month probationary period. Following successful completion of probation, the postholder will be required to complete the ILCA qualification within 12 months, upon successful completion of ILCA will receive a one-point increment to SCP 25.

Within three years of appointment, the postholder must achieve the CiLCA qualification. Subject to satisfactory performance and successful completion of CiLCA, the postholder will receive a two-point increment to SCP 27 Further progression within the scale will apply thereafter, subject to satisfactory performance.

#### **Benefits:**

- 23 days annual leave plus bank holidays and 2 additional statutory days.

- Local Government Pension Scheme.
- Hybrid Working

### **Key Requirements & Skills**

- Good and accurate literacy, numeracy, and administrative skills.
- High level of IT literacy, including Microsoft Word and Excel.
- Competent in managing parts of the Council website and social media accounts.
- Ability to set up and manage video communications and meetings.
- Ability to analyse information and solve general enquiries.
- Flexible, self-motivated, and able to work with minimal supervision.
- Ability and willingness to travel around the Parish, and comfortable working outdoors for inspections, site visits, contractor meetings, and the regular updating of noticeboards.
- Previous local government or public sector experience desirable.
- Knowledge of local government administration, finance, and cemetery/burial procedures advantageous.
- Experience in project management, website, and social media maintenance advantageous.
- ILCA & CiLCA qualifications desirable; training supported for the right candidate.
- Willingness to provide cover for the Finance Assistant, with training provided on the Council's computerised finance package.

### **Main Duties & Responsibilities**

#### **1. Administration, Office Management & Charity Support**

- Manage the Council's general correspondence, acting as the first point of contact for enquiries by telephone, email, post, and in person.
- Maintain and update the filing system.
- Schedule appointments and meetings, including video meetings.
- Operate and maintain office equipment such as printers and replenish supplies.
- Prepare, proofread, and distribute office documents, including council minutes, agendas, memos, and reports.
- Produce the monthly planning addendum sheet for circulation to all councillors.
- Assist with accountancy and finance tasks, and provide cover for the Finance Assistant as required.
- Assist with the organisation of village events and Council initiatives.

- Update village noticeboards and the Council's website with current information, including publishing monthly summons and agendas for Council meetings.
- Support the Clerk in ensuring Council resolutions are implemented, and assist in the effective management of the charity for which the Parish Council is the sole trustee.

## **2. Governance & Council Administration**

- Support Clerk in preparing agendas, reports, and meeting papers in consultation with councillors.
- Attend meetings (primarily in the evenings), take draft minutes, and produce accurate final minutes. Maintain governance documents, policies, and statutory records.
- Support the Clerk in advising councillors on Council policy, procedures, and legislation.
- Assist with Freedom of Information requests, Subject Access Requests, and transparency obligations.
- Work with the Clerk to keep services and activities under continuous review and to identify, plan and implement improvements in efficiency and effectiveness. To similarly monitor policies of the Council and where appropriate, suggest modifications.
- Act as Proper Officer when deputising, issuing summonses, statutory notices, and correspondence.

## **3. Financial Administration**

- Work with the Clerk to produce budgets and annual accounts for the Council's consideration and submission for external audit, VAT, PAYE, and year-end tasks.
- Work with the Clerk to ensure that the Council's Financial Regulations are correctly observed and implemented.
- Work with the Clerk to ensure that the Council's Financial Regulations are correctly observed and implemented.
- Act as Deputy RFO as required.

## **4. Management of Council Facilities & Cemetery**

- Manage the Council's cemetery:
  - Take enquiries from the public and undertakers regarding existing and new burial plots.
  - Administer sale of burial plots and interments.
  - Ensure all licences, permits, and paperwork are obtained.
  - Liaise with undertakers, stonemasons, and families.

- Attend burials and interments as and when required.
- Supervise and maintain burial software records.
- Carry out memorial inspections on a five-year cycle.
- Support the Clerk in managing Council-owned properties, including three Grade II listed buildings, overseeing leases, rentals, and agreements.
- Liaise with Lead Members to arrange day-to-day maintenance, emergency works, and repairs in line with Parish Council Standing Orders.
- Conduct weekly playground inspections, reporting and coordinating any maintenance or safety issues.
- To liaise with and support the Groundsman to ensure maintenance issues are addressed and actioned such as playground inspections, tree works.
- Ensure compliance with Fire, Health & Safety, insurance, and licensing obligations.
- Obtain quotes for works, services, and supplies as required.
- Ensure all necessary compliance documentation is collected and up to date, including gas and electrical safety certificates, legionella risk assessments, fire safety documentation, insurance details, and other statutory or contractor-provided records.

## **5. Project & Committee Support**

- Provide administrative, research, and project support for committees, working groups, and community initiatives.
- Track project actions and ensure timely delivery.

## **6. Community Engagement & Communications**

- Respond to resident enquiries courteously, accurately, and empathetically.
- Build and maintain positive relationships with residents, community groups, volunteers, businesses, and partner authorities.
- Support public events, consultations, and Council initiatives.
- Update the Council's website and social media accounts, ensuring content is current, relevant, and engaging.
- Prepare materials for publication about the activities of the Council.
- Maintain village noticeboards, displaying Council meetings, agendas, and statutory notices.

## **7. Records & Compliance**

- Maintain electronic and physical records in a secure, GDPR-compliant manner.
- Monitor policies and Council procedures to ensure compliance and effectiveness.

- Keep up-to-date with legislation, best practices, and professional development relevant to the role.
- Monitor and update the asset register
- Monitor and maintain an up-to-date register of all documents, contracts, certifications, and other items with expiry or renewal dates, ensuring timely action and ongoing compliance.

## **8. Health & Safety**

- Exercise reasonable care for personal safety and that of others, in line with Health & Safety legislation.
- Safely operate, handle, and safeguard Council or third-party equipment.
- Support the Council's obligations under the Health & Safety at Work Act.

## **9. Equal Opportunities**

- Uphold the Council's Equal Opportunities policy, promoting fair and high-quality service for all.

## **10. Customer Care**

- Deliver all Council services in a way that is sensitive, responsive, and respectful to those receiving them.

## **Training & Professional Development**

- The postholder is responsible for keeping their own training needs under review and bringing any requirements to the attention of the Clerk.
- Maintain professional knowledge necessary for efficient Council administration.
- If not already qualified, enrol on CiLCA following the probationary period, with allocated study time and support from the Council.
- Undertake appropriate training in cemetery administration and memorial safety to ensure the effective and compliant management of the Parish Council's burial ground.
- Undertake training in playground inspection and memorial safety to support the effective and compliant management of Council facilities
- Pay scales will be reviewed following successful completion of CiLCA, further professional development, and a successful appraisal review.

## **Working Conditions**

- Evening meetings attendance required.
- Flexibility for travel within the Parish for site visits, meetings, inspections, and updating noticeboards
- Occasional attendance at external training events or conferences.

**Other Duties**

To take on additional tasks as needed, appropriate to the scope of this role.

**Note:**

The job description sets out the main duties of the post as at January 2026. These duties may vary from time to time without changing the general character of the role or the level of responsibility involved. This job description should not be regarded as exclusive or exhaustive, as additional duties and responsibilities may arise through legislation or in response to the changing needs of the parish council. Some duties may be carried out by other council employees.

**Datchet Parish Council**  
**Deputy Clerk – Person Specification**

Qualifications & Training		
Criteria	Essential	Desirable
Good standard of general education, including literacy and numeracy	✓	
Evidence of ongoing professional development	✓	
ILCA qualification		✓
CiLCA qualification		✓
Willingness to undertake ILCA and CiLCA within required timescales	✓	
Experience using Scribe Cemetery Software		✓
Experience using Civic.ly		✓
Experience using Omega accounting software		✓
Experience		
Criteria	Essential	Desirable
Experience in administrative roles with responsibility for managing workload and deadlines	✓	
Experience of working with the public in a customer-facing or community-focused role	✓	
Experience of preparing agendas, minutes, reports, or formal documents	✓	
Experience of working in local government or the public sector		✓
Experience of financial administration, including basic accounting tasks		✓
Experience of managing websites or social media content		✓
Experience of project support or coordination		✓
Experience of cemetery or burial administration		✓
Experience of facilities, property, or asset management		✓
Knowledge		
Criteria	Essential	Desirable
Understanding of the role of parish and town councils	✓	
Awareness of governance, transparency, and data protection requirements	✓	
Knowledge of local government legislation, procedures, and statutory duties		✓
Understanding of financial regulations, budgeting, and audit processes		✓
Knowledge of cemetery/burial procedures		✓
Understanding of Health & Safety responsibilities	✓	
Skills & Abilities		
Criteria	Essential	Desirable
Excellent written and verbal communication skills	✓	
Strong organisational and administrative skills	✓	
High level of IT literacy, including Microsoft Word and Excel	✓	
Ability to manage and update websites and social media	✓	
Ability to set up and manage video meetings	✓	
Ability to analyse information and respond to enquiries accurately	✓	
Ability to take accurate minutes at meetings	✓	
Ability to work independently and use initiative	✓	
Ability to work collaboratively with councillors, staff, and partners	✓	
Ability to manage competing priorities and meet deadlines	✓	
Ability to maintain accurate records and ensure compliance	✓	
Personal Qualities		
Criteria	Essential	Desirable
Professional, courteous, and empathetic approach	✓	
Flexible and adaptable to changing demands	✓	
Commitment to confidentiality and integrity	✓	
Commitment to ongoing professional development	✓	
Positive attitude to community engagement and public service	✓	
Other Requirements		
Criteria	Essential	Desirable
Ability to attend evening meetings (minimum 12 per year)	✓	
Willingness to attend occasional weekend events	✓	
Ability to travel within the Parish for site visits and inspections	✓	
Willingness to provide cover for the Finance Assistant (training provided)	✓	





# DATCHET PARISH COUNCIL

## Application for Employment

Please complete clearly, continuing on separate sheets if necessary.

Role applied for:	
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### 1. PERSONAL DETAILS

First name/s:	Last name:
Address:	Telephone number:
	Daytime:
	Evening:
	Mobile:
Postcode:	Email address:

### 2. EMPLOYMENT HISTORY - Present or most recent employment

Name of employer:	
Job title:	
Salary:	
Dates from / to:	
Period of notice / date available to start:	
Key responsibilities:	



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Reason for seeking new position/leaving:

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## 3. PREVIOUS EMPLOYMENT

**Please start with the most recent** *including any unpaid or voluntary work. Continue on separate sheet if necessary.*

Job title and brief outline of duties	Name and address of employer	Dates From – to mth & year)	Final Salary	Reason for leaving

Please give details and an explanation for any gaps in your employment history:

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## 4. EDUCATION, TRAINING AND DEVELOPMENT

**Secondary school/college/university/apprenticeship** *including current studies, with the most recent first.*

Name of institution	Full/part-time	Courses/subjects taken	Qualifications /grade



## DATCHET PARISH COUNCIL


*NB. We reserve the right to contact employers or educational establishments to verify details given.*

**Details of any relevant learning and development.** Please include dates.  
(e.g. short courses, first aid, computer skills, work-based NVQ etc., and any current courses.)

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### **Professional / Technical membership**

Name of professional / technical body	Grade of membership

## 5. SUPPORTING STATEMENT

Please read the job description and person specification. Using examples, show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible. Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

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*Please continue on a separate sheet if necessary.*



# DATCHET PARISH COUNCIL

## 6. ADDITIONAL INFORMATION

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Disability Discrimination Act defines a person as having a disability if he or she has, "a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities".

Do you have a disability? Yes No

We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job. Please see the applicant guidance notes for further information.

Are you eligible to work in the UK? Yes No

Do you require a work permit? Yes No

Do you, your partner or family have any interests (financial, professional, other) that may conflict with Datchet Parish Council employment?  
(If yes, attach details) Yes No

Are you related to an elected Member of the Parish Council? Yes No

If yes, give name and relationship:

**Note:** Soliciting support or information to give an unfair advantage may disqualify your application.

Have you ever been convicted of a criminal offence? Please delete as appropriate. Yes No  
Declaration subject to the Rehabilitation of Offenders Act 1974  
If YES, please give details:

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## 7. REFERENCES

Please give details of two referees, one of whom should be your most recent employer. If you are in employment, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post. If a post requires additional references this will be detailed in the application pack.

**References may be taken up before an interview or offer of employment, unless you request otherwise.**

Name:	Name:
Address:	Address:
Tel no:	Tel no:



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Email:	Email:
Occupation/Relationship:	Occupation/Relationship:
How long have they known you?	How long have they known you?
I agree to this reference being taken up before an interview or offer of employment being made:    Yes    No	I agree to this reference being taken up before an interview or offer of employment being made:    Yes    No

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the Council under the Data Protection Act. <sup>(1)</sup><sub>(SEP)</sub> I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.

Signature:	Date:
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Where did you see the advertisement for this post?

## DATA PROTECTION ACT 2018.

- INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR PURPOSES REGISTERED BY THE COUNCIL UNDER DATA PROTECTION LEGISLATION.
- INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY THE COUNCIL.
- THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL OBLIGATION TO DO SO.
- INFORMATION HELD ABOUT UNSUCCESSFUL CANDIDATES WILL BE DESTROYED AFTER 6 MONTHS.

## SUBMISSION INSTRUCTIONS

Please return this completed form to:    The Clerk  
Datchet Parish Council,  
1 Allen Way, Datchet, Slough. SL3 9HR.

Or via email: - [clerk@datchetparishcouncil.gov.uk](mailto:clerk@datchetparishcouncil.gov.uk)

For queries, contact 01753 773499