

COOKHAM PARISH COUNCIL

ASSISTANT CLERK (PERMANENT PART-TIME)

SCP 7-10 £20,444 - £21,695 pa pro rata.

We are seeking a highly organised and reliable individual to assist the Clerk in performing the duties of the Parish Council.

The role will include an interesting and varied set of responsibilities such as monitoring planning applications, administration of allotments and Cookham Cemetery and ensuring the maintenance of footpaths and the Alfred Major Recreation Ground, as well as general administrative duties.

There will be extensive liaison with Councillors, Contractors and the public. Confident IT skills including Word, Excel and Outlook are essential.

The Assistant Clerk will be expected to deputise for the Clerk when required and this will involve attendance at evening meetings (Tuesdays). Opportunities will be available for further development.

The role is based in our Office on High Road, Monday to Friday starting at 8.30am. 20 to 30 Hours per week (to be confirmed).

For further information and a job description, please telephone 01628 522003

Closing Date for applications is 5pm, Sunday 3rd April 2022

Please send a CV with a covering letter to:
Jill Gavin, Clerk to Cookham Parish Council, Council Offices, High Road,
Cookham Rise, Berks. SL6 9JF
or via email to office@cookhamparishcouncil.org.uk

Cookham Parish Council will only use the personal information provided in order to process the application in accordance with the Data Protection Act 1998