

# **JOB OPPORTUNITY**

## **COOKHAM PARISH COUNCIL**

### **ADMINISTRATION CLERK (PERMANENT PART-TIME)**

**SCP 5-7 £23,500 - £24,294 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 and current IT skills including Word, Excel and Outlook are essential.

The ability to drive, with access to your own vehicle is an advantage.

The Administration Assistant 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, Tuesday to Thursday, 15 Hours per week with some flexibility around start time.

For further information and a job description, please telephone 01628 522003 or email [clerk@cookhamparishcouncil.org.uk](mailto:clerk@cookhamparishcouncil.org.uk)

**Closing Date for applications is 5pm, Sunday 21<sup>st</sup> April 2024**

Please send a CV with a handwritten covering letter to:

Jill Gavin, Clerk to Cookham Parish Council, Council Offices, High Road,  
Cookham Rise, Berks. SL6 9JF

or via email to [clerk@cookhamparishcouncil.org.uk](mailto:clerk@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