

HADDENHAM PARISH COUNCIL

APPLICATIONS ARE INVITED FOR THE POST OF ASSISTANT PARISH CLERK (CLERK DESIGNATE)

Owing to the planned retirement of the current Parish Clerk within the next few years, the Parish Council wishes to recruit a suitable replacement now, so as to permit an orderly succession.

The appointed person would initially be recruited on a part-time basis, to work a flexible 9 hours per week alongside the Clerk, with the prospect of an increased time commitment, workload and responsibility level building up by agreement over the next 12 months.

Upon the retirement of the current Clerk, the appointee will be re-designated and will undertake the full role with a weekly commitment of 30 hours.

The Clerk also acts as the Responsible Financial Officer for the Council.

The initial appointment will be made on a suitable salary point within Local Government Scale LC2 and the appointee will be eligible to join the Local Government Pension Scheme.

If you are interested in becoming a part of an essential community service, please apply in the first instance to the Parish Clerk at the address below, who will send out the Job Role Outline and Initial Duties by e-mail.

Applications, including CVs, should be returned to the Clerk by midnight on the closing date of Friday 15th April 2016.

Interviews will be held with selected candidates during April.

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