

BRAMPTON PARISH COUNCIL

Chairman – J P Chitty OBE MA CEng



VACANCY

Assistant Clerk to Brampton Parish Council

We are currently seeking a replacement for our retiring Assistant Clerk.

The role is full time, 37 hours a week, based in our office in the Memorial Centre with some time spent at our new Community Centre at Brampton Park

Duties are to provide administrative support to the Parish Clerk in her role as the Proper Officer and Responsible Financial Officer to the Council

This is a very busy and varied position and would suit an experienced person with some knowledge of Local Government procedures and/or a very strong administrative background.

There will be the necessity from time to time to cover various full council/committee meetings which take place out of hours during weekday evenings and occasionally on a Saturday morning. This will involve the taking of minutes.

Remuneration is within the LC2, SCP 18 pay band of the National Joint Council (NJC) for Local Government Services pay scales.

A full job description is available upon request.

Please apply by sending your CV either by email or hard copy to:

Tess Rogers
Parish Clerk
Brampton Parish Council
Brampton Memorial Centre
Thrapston Road
Brampton
Huntingdon
PE28 4TB

clerk@bramptonpc.co.uk

Tel: 01480 454441/07393 531817

Closing date 5 pm Friday 14 May 2021