

LAPLEY, STRETTON AND WHEATON ASTON PARISH COUNCIL

**Assistant Clerk
(9 hours per week)**

**Salary SCP 12 starting point
£22,183
per annum (based on 37 hours per week)**

Mornings preferred

**Office within Staffordshire Business Hub, South Staffordshire Council,
Wolverhampton Road, Codsall**

The role of the Assistant Clerk is to provide administrative support to the Parish Clerk and the Parish Council.

The post holder will work closely with the Parish Clerk to help implement the aims and objectives of the Council. It is essential to have a flexible approach to work to meet deadlines. There may be some training and meetings outside of office hours as and when required.

Applicants will have the determination and organisational skills to manage a busy and varied workload. Applicants should ideally have an administration or professional qualification, administration experience and a good level of IT skills to include working with websites. Experience in using Office 365 is essential in particular Outlook, Word (including mail merge) and Excel. Knowledge of WordPress, MS forms, and Canva would be an advantage.

Whilst previous experience of working in local government is not critical, knowledge of administration relevant to Parish Councils would be useful along with a commitment to undertake sector relevant qualifications

Closing Date: 8th July 2022 at 12 noon

It is anticipated that interviews will be held on Wednesday 13th July 2022

Please email the office to request the job description and person specification

**To apply send a covering letter and CV either by email to
office@wheatonastonparishcouncil.gov.uk or post to LSWA PC office F028
Staffordshire Business Hub, South Staffordshire Council, Wolverhampton Road,
Codsall, WV8 1PX**

Please ensure that you can demonstrate how you meet the essential criteria for the post.

Where we receive a high number of applications we may long list and conduct a telephone interview or Assessment Test before short-listing for interview.