

We're Hiring

Assistant Clerk

(9 hours per week)

Salary SCP 12 starting point

£22,183

per annum (based on 37 hours per week)

Includes Local Government Pension

Mornings preferred

Flexible working considered

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

