



Lapley, Stretton
& Wheaton Aston
Parish Council

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

Closing Date: 27th September 12pm

Interviews to take place from 10am Wednesday 28th September 2022

Start date: to be confirmed with candidate

CV and cover letter to office@wheatonastonparishcouncil.gov.uk

RE-ADVERTISED DUE TO A CHANGE IN CIRCUMSTANCES

