

JOB OPPORTUNITY FOR POST OF ASSISTANT CLERK, BARTON SEAGRAVE PARISH COUNCIL,

Barton Seagrave Parish Council is looking for an Assistant Clerk to help support the Clerk and Parish Council. This is a 15 hour per week contract with hours of work flexible but will need to include some working from Wednesday to Friday and will require attendance at evening meetings. Applicants should have good interpersonal and organisational skills. The salary will be LA Scale 1 SCP 9 (£13.06 per hour, pay award pending)

For further details and a job description/ person specification please contact Ms Debbie Egan, Clerk to the Parish Council on clerk.bartonseagravepc@outlook.com or Cllr Dianne Miles (Vice Chair of Barton Seagrave Parish Council) on 07710 766311

To apply – Please send a covering letter, your C.V. and names and details of two referees to clerk.bartonseagravepc@outlook.com or alternatively you can hand these in at the village hall.

Closing date for applications is Friday 25th October at 5 p.m. Interviews to be held on Wednesday 5th November.