

The Parish Council is inviting applications for the role of Assistant Parish Clerk

The Assistant to the Parish Council Clerk's main responsibility is to provide support to the Clerk in his/her duties to ensure the smooth running of the Parish Council focusing particularly on administrative, clerical and secretarial duties

Some evening and weekend work will be necessary. The post holder will cover for the Parish Clerk during periods of annual leave and must have the experience and confidence to deputise in this way.

The post is for a minimum of 4 hours per week.

The salary is £9.00 per hour (Full Time equivalent £17,364) on point 6 NJC Pay Scale. Holiday provision of 20 days' pro rata per annum.

For a job description and person specification please [CLICK HERE](#).

To apply, submit your CV with a covering letter explaining how you meet the person specification. Applications must be received by 5pm on Thursday 25th July.

If you have any questions please contact the Parish Clerk,
clerk@twyfordhants.org.uk
07443 598464