



HEADCORN PARISH COUNCIL
The Clerk, Parish Office, Headcorn Village Hall, Church Lane
Headcorn TN27 9NR
Phone 01622 892496 Email clerk@headcornpc.org.uk

4th July 2022

Applications are invited for the post of Assistant Parish Clerk

The Parish Council wishes to recruit a second Assistant Clerk to support the Parish Clerk in the day to day running of the Council.

The appointed person will be recruited on a part time basis, to work 16 hours per week alongside the Clerk, who is both the Proper Officer and Responsible Financial Officer to the Council.

The ideal candidate will be an experienced administrator and have excellent communication skills. They will be self-reliant, with a positive attitude, with experience with the curation of websites and social media and a flexible approach to working hours, which include some evening meetings, plus holiday cover. Given the nature of the role it is essential to live locally and have the use of a car.

The prime working location will be the Parish Office.

The starting salary will be £26,975 (Pro rata for 16 hours - £11,665).

The salary is based on the scales agreed by the National Association of Local Councils.

Annual holiday entitlement is 28 days pro rata including Bank Holidays.

The appointee may be eligible to join the NEST pension scheme.

If you are interested in becoming part of an essential community service, please apply in the first instance to the Parish Clerk at the address below. The Clerk will send out further detail by email.

Applications, including CVs, should be returned to the Clerk by the closing date of **29th July 2022**.

Interviews will be held with selected candidates.

Stefan Christodoulou

Parish Clerk

Parish Office

Church Lane

Headcorn

Ashford

TN27 9NR

Email:- clerk@headcornpc.org.uk

Phone:- 01622 892496