

## **Clerk's Assistant**

Tidenham Parish Council requires an Assistant Clerk responsible to the Clerk for the management of amenities in the Parish.

Working from home 36 hours per month as required (to be reviewed at 3 and 6 months) to include some evening meetings. Salary scale £17,972 - £21,074 pro rata according to experience and qualifications.

The role will involve preparation of agendas and taking and producing minutes for the Amenities Committee, overseeing repair and maintenance of Council assets, obtaining quotations from contractors, researching and sourcing new and replacement equipment and carrying out some routine maintenance checks.

Use of car and good IT skills essential. Some practical knowledge and living in or near the Parish desirable.

Please email CV giving relevant experience to [clerk@tidenhamparishcouncil.co.uk](mailto:clerk@tidenhamparishcouncil.co.uk)

Closing date 20<sup>th</sup> February 2019. Interviews week commencing 25<sup>th</sup> February.