



Vacancy for a Clerical Officer / Hall Booking Clerk

Wavendon Parish Council are seeking to appoint an experienced Clerical Officer / Hall Booking Clerk. The Clerical Officer supports the Parish Clerk to carry out the functions of the Parish Council, including managing of Community Centre bookings with administration of booking forms, invoicing, payments and key deposits.

The appointment is for an average of 20 hours per week with occasional evening meetings and the salary will be as per the national recommended salary scale for part-time staff (depending upon experience and qualifications)

Duties will include:

- Work with and as directed by the Clerk to gain an understanding and knowledge of the work undertaken by the Council.
- General office administration including answering the telephone in a professional manner, providing general information and taking messages as appropriate, to attend to the post and emails.
- To handle bookings for the Community Centres in accordance with the conditions of hire, to handle invoicing, collection of payments, financial management. Prepare agendas, attend, and take minutes for Community Centre meetings, ensuring all relevant inspections and tests are carried out and liaising with the cleaning contractor on the cleaning rota and to order cleaning materials.
- Manage arrangements to ensure that the Community Centres are ready for each specific hirer.
- Check the Council website daily / social media (Facebook, Google) and update as required.
- Liaise politely and efficiently with members of the public, contractors and Councillors.
- If required attend meetings of the Council, its committees and working parties and prepare agendas and minutes for the meetings if required.
- Marketing for the Council such as posters, flyers etc.
- To receive and deal with correspondence and documents and to liaise with the public on behalf of the Council.
- Taking minutes of meetings when the Clerk is unable to attend.
- Obtain quotes and place orders for supplies and works as instructed by the Clerk.
- Keep the Parish Council noticeboards up to date as required.
- To undertake tasks and actions as delegated by the Clerk and attend any events of the Council, which may be out of normal office hours, if required.
- To cover other duties during staff absences as and when required.
- Undertake any other duties appropriate to the post as required.
- To attend training courses or seminars on the work and role of the Clerical Officer / Hall Booking Clerk.
- Follow all Parish Council procedures as required.

Essential skills

- Competent IT with Microsoft 365 word and excel experience.
- Good communicator.
- Financially literate

Pay and Conditions

- The candidate will be office based and all office requirements will be provided.
- Salary will be paid at NJC Scale SCP12 to SCP15, starting point depending upon experience.

To make an application send your current CV to the Parish Clerk, Alan Kemp at clerk@wavendonparishcouncil.co.uk for a full job description and further details.