

MALVERN WELLS PARISH COUNCIL

ASSISTANT CLERK

Salary Scale LC1 : SCP 17

Malvern Wells Parish Council seeks to appoint a first class administrator, ideally with local government experience, to work part time from home initially for 15 hours per week on a flexible basis in liaison with the Clerk to the Parish Council. It is envisaged that the hours per week will be increased in future years.

Applicants should have good administrative and I.T. skills and be prepared to work at least one evening per month to clerk various Committee meetings. The post will also involve some supervision at The Cemetery as well as covering administrative matters including updating the Councils website. The applicant should have access to a computer, be easily contactable by telephone and ideally reside close to Malvern Wells Parish.

For an application form and job description, please contact the Clerk Susan Hughes tel no 01905-427190 or clerk@malvernwells-pc.gov.uk

The closing date for receipt of applications is: Monday, 9th June 2008
