



ASSISTANT CLERK VACANCY – MAY 2019

Post No PC02

Notes for Applicants

Thank you for expressing an interest in this role.

The application pack consists of an application form, job description, person specification, job advert and these notes and are available for download on the Council's website – www.hwpc.org.uk, by email to Helen Johnson at asstclerk@hwpc.org.uk or by telephone on 01435 865700. Completed forms can be emailed or posted to

Miss Helen Johnson
Asst Clerk/RFO
Heathfield and Waldron Parish Council
73 High Street
HEATHFIELD
TN21 8HU

If you have any queries or would like any further information, please contact the Asst Clerk, Helen Johnson on 01435 865700 or asstclerk@hwpc.org.uk.

Successful applicants will be invited for interview to be held on 5 June 2019.

Interviews will take place in the Parish Council meeting room which is accessible for wheelchair users. If you have any other requirements, please let us know.