



HEATHFIELD AND WALDRON PARISH COUNCIL

CLERICAL OFFICER

**Salary SCP 21 within scale SCP 18 - 23 £30,559 - £33,366 (pro rata)
23 hours per week. 23 + 2 days annual leave. Local Government
Pension scheme**

Applications are invited from suitably qualified and experienced persons for the part-time position of Clerical Officer. Applicants must have a good general level of education including English and Maths at grade C or above. Prior experience of events or other project management would be an advantage. Excellent administration, IT and communication skills are essential. The post involves working at the weekend and evenings when the occasional event is being held or there is the occasional evening meeting.

The Council serves a population of approximately 11,500 with a precept in excess of £500,000 and is an active and progressive authority.

The Council is committed to the development of its employees and offers training for the successful applicant to obtain their Introduction to Local Council Administration (ILCA), if they don't already have this, along with other training opportunities. We also work hard on improving the Wellbeing of our staff and have recently been awarded the Wellbeing at Work Bronze Award. You will need to have a positive and friendly outlook, be hardworking and reliable and be able to work effectively as part of a small team and on your own initiative.

Please note - successful applicants will be required to attend for interview on 17th April 2025.

Closing date for applications: Noon on 8th April 2025

Date of Interviews: 17th April 2025

For an application pack, please contact

Miss H Johnson,
Clerk to the Council
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