

**ADVERTISEMENT FOR THE POSITION OF
PART-TIME ADMINISTRATIVE ASSISTANT – 9 Hrs Per
Week**

FULFORD PARISH COUNCIL wishes to appoint an enthusiastic, self-motivated individual with a friendly disposition and an ability to work as part of a team to provide administrative support to Fulford Parish Council and assist the Cemetery Superintendent in the management of Fulford Cemetery.

Job Title

Part-Time Administrative Assistant;

Hours of Work

9 hours over 3 days per week.

Location

Cemetery Lodge, Fordlands Road, Fulford, York, YO19 4QG;

Application

Application must be made by letter of application and CV to be sent to Rachel Robinson, Clerk to Fulford Parish Council by email to clerk@fulfordpc.org.uk or by post to The Cemetery Lodge, Fordlands Road, York, YO19 4QG by the **closing date of 20th August 2019**.

Interview

Interviews will be held in the week commencing 2nd September

Commencement Date

As soon as possible

Salary

NJC Scale 3 SCP 5 (£18,795 per annum reduced pro-rata)

Job Description

To provide efficient and effective administrative support to Fulford Parish Council and the Cemetery under supervision to include: liaison with funeral directors; writing up registers and records; recording social hall bookings and receipt of hire monies; allotments administration and bookings; liaison with the social hall & street cleaner; attendance at council meetings (if required); attendance at and minuting of allotments meetings; dealing with members of the public by phone, email and in person in a courteous and sympathetic manner and other Parish Council work as required by the Parish Clerk. A full job description and further information is available by request to clerk@fulfordpc.org.uk.