

**ADVERTISEMENT FOR THE POSITION OF
TRAINEE CEMETERY ADMINISTRATOR & GROUNDSPERSON
AT FULFORD CEMETERY
FULL TIME**

AN OPPORTUNITY HAS ARISEN WITHIN FULFORD PARISH COUNCIL for a full time Trainee Cemetery Administrator & Groundsperson at Fulford Cemetery. The role will include administrative, clerical and communications duties together with manual work in the cemetery grounds. Following training, the post holder will also provide cover for the Cemetery Superintendent during periods of annual leave.

Job Title

Full Time Trainee Cemetery Administrator & Groundsperson

Hours of Work

37 Hours per week, Monday to Friday

Location

Primarily 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 15 October 2021**.

Interview

Interviews will be held in November.

Commencement Date

To be arranged following successful application

Salary

NJC Scale LC1 SCP 1 (currently £17,842 per annum)

Job Description

The successful applicant will receive training to provide Cemetery Office administration duties and maintain the Cemetery grounds. Cemetery Office duties will include liaison with funeral directors, members of the public and other Cemetery staff, completion of burial registers and records to include use of Scribe Cemetery Management software, recording social hall bookings and receipt of hire monies, provide administrative support for allotment management, compliance with health and safety legislation and safe working practices and other relevant duties as may from time to time be required. Cemetery Grounds duties will include grave digging using machinery and by hand, assistance at funerals, grave maintenance, assisting members of the public, general grounds maintenance and other relevant duties as may from time to time be required. A full job description and further information is available by request to clerk@fulfordpc.org.uk.