

Grobby Parish Council



Parish Council Office, Village Hall, Leicester Road, Groby, Leicester. LE6 0DQ
Tel: 0116 2876985 www.grobbyparishcouncil.gov.uk Email: admin@grobbyparishcouncil.gov.uk

JOB VACANCY

DEPUTY CLERK TO THE COUNCIL

**Salary to be agreed dependant on experience, in the range
NJC SCP 14 – 18 (£28,624 - £30,559) Pro Rata
+ Local Government Pension Scheme**

30 hours per week Monday – Friday

Grobby Parish Council is seeking to recruit a conscientious and reliable Deputy Clerk for this interesting and challenging role. The successful candidate will support the Parish Clerk (who is also the Responsible Financial Officer) in delivering the proper administration of the Parish Council and assist with the efficient running of the Parish Office and Council facilities.

As well as being friendly, enthusiastic and well organised the applicant must:

- Preferably have knowledge of the requirements of the Parish Council and its services;
- Be a competent administrator with excellent IT skills, preferably with Local Government knowledge;
- Be an accurate record keeper and able to meet deadlines;
- Be able to display initiative and work with the minimum of supervision;
- Have excellent communication skills, including the ability to work with Councillors, members of the public, contractors and officers from other local authorities;
- With appropriate training and support, be confidently able to deputise for the Clerk when required

The post is for 30 hours per week, but the applicant must also be willing to occasionally attend evening meetings and occasional Parish Council events.

An application pack with full job description and person specification is available via:

Email: admin@grobbyparishcouncil.gov.uk

Website: www.grobbyparishcouncil.gov.uk

Telephone: 0116 2876985

Please send your C.V. along with a covering letter of application to;

Sue Hackett
Parish Clerk
Grobby Parish Council
Council Office, Leicester Road
Grobby, Leicester, LE6 0DQ