



GORING-ON-THAMES PARISH COUNCIL

Goring-on-Thames Parish Council
Gardiner Pavilion, Upper Red Cross Road, Goring, Reading, RG8 9BD
Clerk@GoringParishCouncil.gov.uk

STAFF VACANCY

Assistant Clerk

The Civil Parish of Goring-on-Thames is located in the District of South Oxfordshire, within the Chilterns Area of Outstanding Natural Beauty (AONB) with an Electoral Roll circa 2750.

Applications are invited for the post of Assistant Clerk, responsible to the Parish Clerk. This is an office based, part time, permanent vacancy for 12-15 hours per week. Goring-on-Thames Parish Council has office space which can be used in the execution of the role, however by arrangement some hours can be completed from your home. It is not possible to fulfil the requirements of this role solely from home.

Salary offered is pro rata to the national scale LC1 points 7 to 12 of between £20,092 and £22,183 a year for a full time (37 hrs a week) equivalent.

This position will play an important role in supporting and deputising for the Parish Clerk. Successful candidates will either be CiLCA qualified, or there is an opportunity to study for CiLCA.

The role of Assistant Clerk is hands-on, requiring travel across the parish to complete statutory inspections, meet contractors or attend meetings of the council and committees, which will involve some evening work.

Closing date for applications: **4.00pm on Sunday 11th September 2022**. Applicants are requested to submit a completed application form (available directly from the clerk, or download from the website), and will also include a C.V. and covering letter. For more information or to discuss the role in more detail, contact the Parish Clerk (contact details above). Applications should be marked confidential and for the attention of the Parish Clerk. Interviews will be from week commencing 12th September 2022 for a single interview conducted by a panel of Councillors and the Clerk.