

Name of Councils	Grafton Underwood Parish Council Warkton Parish Council Weekley Parish Council	
Job Title	Parish Clerk	
Vacancy Statement	Grafton Underwood, Warkton and Weekley are contiguous civil parishes in the borough of Kettering, Northamptonshire. The three councils named above are carrying out a joint recruitment for a Clerk. The councils have agreed to each employ the same person on the same terms and conditions but, as the law requires, there will be three separate and individual contracts of employment.	
Requirements	<p>Applications are invited from suitably qualified and experienced persons, although training will be offered and enthusiasm to learn will be seen as an alternative to formal qualifications. The parish clerk will be responsible for the administration of the business and finances of the councils.</p> <p>The post includes some evening work and occasional attendance at civic functions. The successful applicant would be expected to have, or be prepared to obtain, CiLCA (Certificate in Local Council Administration). He or she must be computer literate, with good communication skills. Friendly and positive outlooks are essential.</p>	
Salary	Salary scale LC1, SCP 5 – 7, £19,312 - £19,698 pa. pro rata. (£10.04 - £10.24 per hour).	
Hours	27 hours per month split evenly between the three councils.	
Place of work	Work from home.	
Applications (ideally by email) should be copied to:		
Cllr Alastair Wildgoose Chairman Grafton Underwood Parish Council Whitehouse House Farm Grafton Underwood NN14 3AA wildgoose.occupational@gmail.com 01536 330741	Cllr Victoria Lamb Chairman Warkton Parish Council The Coach House Warkton NN16 9XJ warkton@msn.com 01536 517093	Cllr Matt Tartaglia Chairman Weekley Parish Council Stone's Throw 8 Weekley Wood Lane Weekley NN16 9UX tartagliamatt20@gmail.com
Closing date for applications:	5pm on 4 January 2021	
Interviews:	Week commencing 11 January 2021	

To find out about the role of the Clerk download an introductory booklet from the Society of Local Council Clerks (SLCC) entitled "*The Essential Clerk*" at
<http://www.northantscalc.com/uploads/essential-clerk-2016.pdf>