



CALDECOTE PARISH COUNCIL

District of South Cambridgeshire

# STAFF VACANCY

## Deputy Parish Clerk

Applications are invited for the post of Deputy Parish Clerk reporting to the Parish Clerk. The role will include assisting with the administration of the Parish Council, distributing agendas and taking minutes, preparing reports, and other functions including dealing with contractors and liaising with residents. Training and equipment provided.

The Parish of Caldecote is located south of the A428, approximately six miles west of Cambridge and three miles east of Cambourne. It consists of the older village of Caldecote to the south and the newer development of Highfields Caldecote in the north. Caldecote as a community has undergone significant growth in recent years, and further growth is imminent. Caldecote is served by Caldecote Parish Council.

This is a home-based, part-time, permanent vacancy.

**30 HOURS PER MONTH**

**SALARY SCALE (SCP 26-28)**

**£23,398 - £24,964 PRO-RATA**

Plus home working allowance.

**Closing date for applications – 2<sup>nd</sup> October 2017**

**For application forms or additional information on the post and the Parish Council please contact the Parish Clerk on the details below:**

Simon Crocker (Parish Clerk & Responsible Financial Officer) 24 Foxhollow

Great Cambourne, Cambridge CB23 5HW [parishclerk@caldecote.gov.uk](mailto:parishclerk@caldecote.gov.uk)