



Job Description – Assistant Clerk – June 2025

Post Title	Assistant Clerk
Line Manager	The Clerk to the Council
Salary	SCP range 24-28
Hours - part time	30
Holiday Entitlement	26 days (pro-rata), 2 statutory days & bank holidays (pro-rata)
Pension Scheme	Member of the LGPS
Main location	Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX

Duties:

1. To ensure that the Council works within the law at all times.
2. To deputise for the Clerk at Council meetings and training sessions when required.
3. To have understanding of the standing orders and regulations under which the Parish Council operates and to undergo appropriate training whenever necessary including ILCA (Introduction to Local Council Administration) and CILCA (the Certificate in Local Council Administration).
4. To assist the principal authorities and any other relevant organisations with Parish flooding matters.
5. To assist with the administration of Land Management requirements.
6. To attend site meetings associated with the work of the Parish Council as necessary (mileage allowance is available for this).
7. To produce the quarterly newsletter and Annual Report.
8. To assist the Clerk with administration of the Council's website (following appropriate training).
9. To administer the Council's social media platform.
10. To administer the Council's Speed Data Recording equipment and data.
11. To précis consultation documents, as and when required.

12. To assist the Clerk with establishing and reviewing policies of the Council.
13. To assist the Clerk in the preparation of Welcome Packs for new members.
14. To assist the Clerk with research, as and when required.
15. To administer the annual Armistice Day Events and to assist the Clerk with any other events as required by the Parish Council.
16. To put all agendas and other relevant notices/posters on the Council's noticeboards, where possible.
17. To attend, where possible, all evening meetings of the Council and other meetings as considered necessary.
18. To deal with enquiries from members of the public.
19. To assist the Clerk as and when required.
20. To produce Powerpoint presentations to accompany all public meetings
21. To administer the Council's Community Speed Watch Scheme, and equipment.
22. To perform any other duties as instructed by the Clerk.