



West Grinstead Parish Council

Job Advert: Assistant Parish Clerk **Twelve Month Fixed Term Contract** **8 hours per week, rate £14.35 per hour**

NALC Salary Scale Point LC1 (10) £14.35 per hour, with additional increments depending on skills and experience

We are looking to appoint an Assistant Clerk to support the Parish Clerk in delivering efficient administrative services for the Parish Council and to assist in the smooth running of the Parish Office. The role includes providing cover in the Clerk's absence and contributing to the Council's work through committee support and engagement with the community.

We are looking for an enthusiastic and self-motivated person who enjoys working with members of the public and who is looking for a part-time, busy role with lots of variety. Good interpersonal skills are essential together with proficiency in a wide range of standard IT packages. Training will need to be undertaken, with the potential for further development and progression.

The role is for 8 hours a week, to be worked over 2 days of 4 hours, which will include some evenings, based in the Parish Office in Partridge Green Village Hall.

Interested parties will need to email their CV with a covering letter to:
clerk@westgrinstead-pc.gov.uk

Further information can be obtained by contacting the Clerk on 01403 710270 Wednesday – Friday.

Closing date for applications: **Friday 30th January.**



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Assistant Clerk Person Specification

| Key Criteria | Essential | Desirable |
|---------------------|---|---|
| Qualifications | 5GCSEs or equivalent, including Maths & English | Further or Higher Education Qualification, or relevant experience |
| Skills & Experience | Able to communicate effectively both orally and in writing | |
| | Able to organise and prioritise workload | |
| | Good standard of IT literacy, including Microsoft Office | |
| | Able to meet agreed timescales | |
| | | Managing website content and social media |
| | | Experience of working within a parish or town council environment |
| | | Experience of servicing meetings, including taking minutes |
| | | Experience of dealing with members of the public |
| Personal | Ability to deal with a wide range of people with diplomacy and tact | |
| | Team player with good interpersonal skills | |
| | Methodical and thorough approach to tasks | |
| | Flexibility with working arrangements | |
| | Willing to undertake job related training | |
| | Access to own transport | |
| | Availability to attend evening meetings as needed | |



West Grinstead Parish Council

Assistant Clerk Job Description

Job Description

Job Title : Assistant Parish Clerk

Location : Parish Office, Partridge Green Village Hall

Working Hours: 8 hours per week (including some evening work)

Working Pattern: Four hours on two days per week

Terms : Twelve Month Fixed Term Contract

Salary : NALC Salary Scale Point LC1 (10) £14.35 per hour, with additional increments depending on skills and experience

Reporting to: Clerk to the Parish Council / Responsible Financial Officer

Purpose of the Role

To support the Parish Clerk in delivering efficient administrative services for the Parish Council and to assist in the smooth running of the Parish Office, working within the legal, statutory and other provisions governing or affecting the running of the Parish Council. The role includes providing cover in the Clerk's absence and contributing to the Council's work through committee support and engagement with the community.

Key Duties and Responsibilities

- Provide administrative and clerical support to the Parish Clerk.
- Assist in the effective day-to-day operation of the Parish Office.
- Provide office cover when the Parish Clerk is absent.
- Support designated committees and working groups, including preparing agendas, minutes, and reports.
- Respond to public enquiries in a professional and helpful manner.
- Contribute to the management and updating of the Parish Council's website and social media channels.
- Obtain quotes for goods and services in relation to Council projects.



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- Support the management of parish maintenance matters, including playgrounds and open spaces.
- Liaise with parish councillors, residents and external local organisations.
- Report and follow up on local issues with Borough and County Councils (or any future Unitary Authority)
- Maintain accurate records and filing systems in line with data protection and retention policies.
- Undertake other reasonable duties as required to support the work of the Parish Council.

Class 1 National Insurance thresholds

| Class 1 National Insurance thresholds | 2025 to 2026 |
|--|---|
| Lower earnings limit | £125 per week £542 per month £6,500 per year |
| Primary threshold | £242 per week £1,048 per month £12,570 per year |
| Secondary threshold | £96 per week £417 per month £5,000 per year |
| Freeport upper secondary threshold | £481 per week £2,083 per month £25,000 per year |
| Investment Zone upper secondary threshold | £481 per week £2,083 per month £25,000 per year |
| Upper secondary threshold (under 21) | £967 per week £4,189 per month £50,270 per year |
| Apprentice upper secondary threshold (apprentice under 25) | £967 per week £4,189 per month £50,270 per year |
| Veterans upper secondary threshold | £967 per week £4,189 per month £50,270 per year |
| Upper earnings limit | £967 per week £4,189 per month £50,270 per year |

Employer (secondary) contribution rates

You pay secondary contributions (employer's National Insurance) to HMRC as part of your PAYE bill.

Find out more about [running payroll and paying HMRC](#) and how to [Pay employers' PAYE tax and National Insurance](#).

| National Insurance category letter | Earnings above secondary threshold up to and including lower earnings limit | Earnings above lower earnings limit up to and including Freeport and Investment Zone upper secondary thresholds | Earnings above Freeport and Investment Zone upper secondary thresholds up to and including upper earnings limit, upper secondary thresholds for under 21s, apprentices and veterans | Balance of earnings above upper earnings limit, upper secondary thresholds for under 21s, apprentices and veterans |
|------------------------------------|---|---|---|--|
| A | 15% | 15% | 15% | 15% |
| B | 15% | 15% | 15% | 15% |
| C | 15% | 15% | 15% | 15% |
| D (Investment Zone — deferment) | 0% | 0% | 15% | 15% |