



South Normanton Parish Council

01773 861444 

clerk@southnormantonparishcouncil.gov.uk 

southnormantonparishcouncil.gov.uk 

The Post Mill Centre, Market Street, South Normanton,
Derbyshire DE55 2EJ 

Office Hours: Mon - Fri 10am to 1pm Closed on Thursday 

Job Advertisement

South Normanton Parish Council Vacancy for Assistant Clerk

Applications are invited for the post of Assistant Clerk

South Normanton is an expanding village near Alfreton, just off junction 28 of the M1. It has a population of over 7000 electors, with an annual precept for 2025/26 of £370,000 and has 13 Parish Councillors.

The role of Assistant Clerk is to support the Clerk in the day to day running of the Parish Council.

The Assistant Clerk duties will include but not be limited to: -

- Assisting the Clerk with day-to-day management of the Parish Council's services and facilities.
- Preparation and distribution of agendas and minutes and typing up reports.
- Organising council events.
- Updating the council's Policies and Procedures and Asset register.
- Receiving and prioritising incoming communications to the Parish Council.
- Operating and ordering office equipment.
- Communicating with clients, employees and contractors
- Organising meetings.
- To issue invoices on behalf of the Council for goods and services provided.
- Cemetery management and burial paperwork.
- To undertake such other tasks as are required by the Council consistent with the postholder's duties, knowledge and experience.

The successful applicant will have:

- Excellent communication and organisational skills, both written and verbal.
- Good IT skills.
- Ability to work alone and be self-motivated.
- Ability to adapt to council requirements.

The Assistant Clerk will be required to work from the office at the Post Mill Centre but there may be scope for some home working. The council would require the successful candidate to work 20 to 24 hours per week (depending on experience) over 3-4 days with some flexibility needed for evening meetings and weekend events, although these are quite limited in number. The hours are usually between 9am-3pm however these are flexible and can be discussed at the interview stage.



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Parish Council

Proudly serving the people of South Normanton



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The Parish Council would ideally like the candidate to have or be willing to work towards obtaining the Certificate in Local Council Administration (CiLCA).

Pay scale is £15.08 to £15.84 per hour (dependant on experience and qualifications) and the successful candidate will be enrolled onto the Local Government Pension Scheme.

Please send all applications by CV to assistant@southnormantonparishcouncil.gov.uk

Closing Date: 30th April 2025

Interviews to be held week commencing: 6th May 2025