



Vacancy for a Deputy Clerk

Location: Mostly working from home but attendance at some meetings and other visits to Prestbury are expected.

Hours: 10 per week worked flexibly with evening meetings (usually one, sometimes two a month on average) and very occasional weekend work.

Rate: SCP 15 to 24 depending on qualifications and experience - £30,024 to £35,412 per annum pro rata (10 hours based on a 37-hour working week). The rate per hour is £15.56 to £18.35.

Applications are invited for an enthusiastic and self-motivated person to fill the role of Deputy Clerk to Prestbury Parish Council. This is a varied and exciting position suiting an applicant with a positive attitude and a desire to learn new skills and develop. The job is more than just deskwork and the successful applicant will be encouraged to be innovative and to enjoy working within the community. The successful candidate will support the clerk with duties to include:

- To assist with the administration of council meetings including preparation of agendas and minutes and supporting council meetings.
- To assist with administrative tasks including maintaining paper and electronic files, preparing reports to council, dealing with correspondence and enquiries and helping to oversee the maintenance of assets.
- To assist with maintaining the council's website and social media. To assist with production of newsletter, both published and electronic.
- To assist with maintenance of the parish council's finances and preparation of accounts for annual audit.
- To advise and support councillors, including conducting research and background work required to progress projects. To help manage projects to completion.
- To assist with the management of the council's contracts, such as for maintenance and landscaping.
- To work within the community of Prestbury including helping to organise events and other community initiatives.
- To liaise with Cheshire East Council and other organisations such as the Cheshire Association of Local Councils as required.
- To cover the roles of proper officer and responsible financial officer in the clerk's absence.

Local Government experience would be a benefit but is not essential. Support and training in all aspects of the job will be offered. A high degree of computer literacy and excellent communication skills are essential.

The successful candidate will be expected to undertake training, including the Certificate in Local Council Administration (CILCA) if not already held.

Please contact the clerk on 07495 472487 or email clerk@prestbury.gov.uk to learn more about the role or to request a job description and person specification. Documents are also available on the website: www.prestbury.gov.uk.

To apply, please send a cv and covering letter to reach the Parish Council by the closing date: 2:00pm Monday, 9th March 2026. Interviews will take place the week commencing the 23rd March 2026.

Return applications to:

Email: clerk@prestbury.gov.uk

Alternatively, post to: Prestbury Parish Council, c/o Prestbury Village Hall, Macclesfield Road, Prestbury, SK10 4BW

All applications will receive a receipt. If you apply and do not receive a confirmation of receipt of your application from us, please call the number above.