

BARNTON PARISH COUNCIL

Job Advertisement

Administration Support Officer/Cemetery Clerk (20 hours per week)

20 hours per week based at the councils offices in Barnton Cemetery, Hayes Drive, Barnton CW8 4JX

Salary: NJC SCP 13–17 (£15.06–£16.08 per hour) subject to qualifications and experience. **Approx. £15,660.00 – £16,720.00 per annum.**

Pension: Local Government Pension Scheme (LGPS)

Barnton Parish Council is seeking to appoint an

Administration Support Officer/Cemetery Clerk

to manage all administrative, statutory, and operational functions relating to Barnton Cemetery and to support wider council administration.

This is a key role requiring accuracy, compassion, professionalism, and the ability to work independently while supporting the Clerk and Council.

The post is office-based Monday - Friday 10.00am - 2.00pm

The successful candidate will be responsible for council & cemetery administration, statutory record-keeping, liaison with funeral directors and families and various administrative duties to support the parish clerk.

It is anticipated that this part-time role will develop into a full-time position as the Council's operational needs evolve.

How to Apply

Please contact the Clerks office for an application pack;-

Email; clerk@barnton-pc.gov.uk

Telephone;- 01606 784270

Closing date for applications: 25th September 2026

Interviews: Week commencing 19th October 2026