



Stockton Heath Parish Council

Stockton Heath Library, Alexandra Road,
Stockton Heath, Warrington, Cheshire WA4 2AN

Job Description

Job Title	Assistant Clerk
Location	Parish Council Office, Stockton Heath
Responsible to	Clerk
Salary	LC2, SCP 24-28 (NALC/SLCC scale 2025); £35,412 - £39,152, pro rata, depending on experience
Hours	16 hours per week, worked across Monday to Friday, by arrangement

Purpose of position

To work as part of team and assist the Clerk/Responsible Finance Officer to the Council in carrying out the functions of the Parish Council.

To undertake duties associated with the management of at least one of the council's committees or working groups.

To provide cover for the Clerk to the Council as required.

To provide primary public-facing communications.

To manage outside contractors as necessary.

Key responsibilities

To prepare agendas, minutes and financial statements for committee meetings and follow up the actions generated by such meetings.

To further develop and then maintain the external communications of the council, specifically the website and the Parish Council newsletter.

To assist the clerk in delivering services and events to the community.

To lead on events management.

To provide cover for the clerk during any periods of absence

To act as a representative of the Council when required.

To undertake continuing professional development to ensure the necessary professional knowledge required for the efficient management of the affairs of the Council. This will involve meeting with local clerks, being in membership of professional societies and undertaking relevant training.

(25.11.25)