

Dear Applicant

January 2019

**Post of Assistant Clerk ADMINISTRATION (part-time post)**

Thank you for your recent enquiry about this post. We are looking for someone who enjoys working with the public and being part of a small team. The work is varied and at times can be demanding.

The best person for this job will have experience of working in an office, using computer skills associated with data management, organisation and planning. They will also have a confident and helpful manner in dealing with the public, and be able to work without close supervision, in a position of trust.

This is permanent part-time job, and we will consider applications from those who wish to work more or less hours, providing that they fulfil the other requirements of the job.

We expect to be making an appointment February 2019, to start shortly afterwards.

We enclose the following:

- Application Form
- Job Description
- Person Specification

If you believe that you fulfil the Description and Specification, or even if you do not but you think that you have the qualities and skills that we need, then please complete the Application Form and send it to:

Stephen Hoyles, CLERK TO THE COUNCIL  
Parish Office  
Hurstpierpoint & Sayers Common Parish Council  
Trinity Road, Hurstpierpoint  
WEST SUSSEX BN6 9UY

**To reach us no later than Monday 28 January 2019**

We look forward to hearing from you but, if in the meantime you have any queries, then please call or email me at the office.

**We can accept applications by email or post.**

Yours sincerely

Stephen Hoyles  
CLERK TO THE COUNCIL