

JOB DESCRIPTION

TITLE: Cemetery Officer

GRADE: Salary Point LC2 – 24 (£17.79ph subject to experience)

HOURS: 4 Hours per week

LOCATION: Irchester Parish Council Office/Irchester Cemetery

RESPONSIBLE TO: Parish Clerk

JOB PURPOSE

- To cover all aspects of the Cemetery Officer role.

MAIN DUTIES

- To act as the Parish Council's principal contact for service users in relation to the Irchester Cemetery.
- To manage electronic and paper-based records for the plots at the Cemetery, liaising with Funeral Directors and Stonemasons.
- To liaise with the Clerk regarding grounds maintenance.
- Raising invoices for Cemetery fees and receiving and recording of Cemetery fees and liaising with the Parish Clerk as required.
- To mark cemetery plots as required.
- To address enquiries in a timely manner.
- Supply a monthly report for the Parish Council meetings.
- To perform a weekly Health and Safety check of the Cemetery and report any issues to the Clerk.
- Any other duties as and when required.

Please note:

The position is for an experienced Cemetery Officer, for a 12-month contract, but may be extended.

Closing date: Friday 13th June 2025 9am.

Interviews: Monday 23rd June 2025.

**C.V and Covering letter to be sent via email to Sarah Geyton
(Irchester Parish Clerk)
Email: irchesterpc@gmail.com**