

VACANCY FOR PARISH COUNCIL CLERK

Name of Council	Chipping Warden and Edgcote
Job Title	Parish Clerk and RFO
Vacancy Statement	Chipping Warden and Edgcote Parish Council has a vacancy for a parish clerk and responsible finance officer
Requirements	Chipping Warden & Edgcote Parish Council has a vacancy for a Clerk/RFO working 4.5 hours per week. The Parish consists of the village of Chipping Warden, a small village with a population around 500, about 6 miles (10 km) northeast of the Oxfordshire town of Banbury and incorporates the residents of the adjacent Edgcote Estate. The parish is bounded to the east and south by the River Cherwell, to the west by the boundary with Oxfordshire and to the north by field boundaries. The area is currently heavily impacted by Hs2 Works. Administration responsibilities include the village street lighting and mowing contractors. The council has 9 seats and the precept for 2025/26 is £18,000. .
Salary	Salary SCP0007/9 (NJC 14-17)(£15.31-£16.08 per hour) depending on experience
Hours	4.5 per week including holiday adjustments
Place of work	Working from home
Please apply in writing to:	
Contact	Nigel Galletly
Position	Chair, Chipping Warden & Edgcote Parish Council
Address	3, Allens Orchard, Chipping Warden, Banbury Oxon OX17 1LX
Telephone	07733 881729
Email	chair@chippingwardenparishcouncil.gov.uk
Closing Date for Applications	6 th December 2025