

<b>Name of Council</b>	<b>Glapthorn Parish Council</b>
<b>Job Title</b>	Parish Clerk
<b>Vacancy Statement</b>	Glapthorn Parish Council has a vacancy for a parish clerk and responsible financial officer.
<b>Requirements</b>	<p>Applications are invited from suitably qualified and experienced people, although training will be offered and enthusiasm to learn will be seen as an alternative to formal qualifications. The parish has an annual precept of £19,000 (2025-26) and the parish clerk will be responsible for the administration of the business and finances of the council.</p> <p>Working from home, the post also includes some evening work, principally monthly Parish Council meetings and occasional attendance at Parish/Civic events. CiLCA (the Certificate in Local Council Administration) qualification is desirable but not essential and the Parish Council would support an applicant in their progression towards this qualification. Applicants must be computer literate, with good communication skills. A friendly and positive outlook is essential.</p>
<b>Salary</b>	Salary scale LC2, SCP 18 – 23, £30,559 - £33,366 pa. pro rata. (£16.35 - £17.85 per hour)
<b>Hours</b>	20 hours per month.
<b>Place of work</b>	Working from home.
<b>Please apply in writing to:-</b>	
<b>Contact</b>	David Cashmore
<b>Position</b>	Chair, Glapthorn Parish Council
<b>Address</b>	<p>The Old Orchard Main Street Glapthorn Peterborough PE8 5BE</p> <p>Email: <a href="mailto:cllr.cashmore@glapthornparishcouncil.gov.uk">cllr.cashmore@glapthornparishcouncil.gov.uk</a></p>
<b>Telephone</b>	07971 533339
<b>Closing date for applications:</b>	5pm on 6 <sup>th</sup> February 2026

To find out about the role of the Clerk download an introductory booklet from the Society of Local Council Clerks (SLCC) entitled "[The Essential Clerk](#)"