

BARNTON PARISH COUNCIL

Job Vacancy; Cemetery Clerk (8 hours per week)

1. Job Advertisement

Cemetery Clerk – Barnton Parish Council 8 hours per week Salary: NJC SCP 13–17 (£15.06 – £16.08 per hour) Annual salary: £6,265 + pension contribution

Barnton Parish Council is seeking to appoint a **Cemetery Clerk** to manage all administrative and statutory functions relating to Barnton Cemetery. This is a key role requiring accuracy, compassion, professionalism, and the ability to work independently.

The post is **office-based on Fridays**, with flexibility to work from the cemetery site or the office at other times as required.

The successful candidate will be responsible for cemetery administration, statutory record-keeping, liaison with funeral directors and families, financial processing, and ensuring the cemetery is managed in accordance with legislation and best practice.

This is a rewarding and meaningful role supporting bereaved families and ensuring the cemetery is maintained to a high standard.

2. Job Description – Cemetery Clerk

Post Title: Cemetery Clerk **Responsible to:** Parish Clerk / Parish Council
Hours: 8 hours per week **Location:** Office-based Fridays; flexible working from site/office as required **Salary:** NJC SCP 13–17

Main Purpose of the Role

To manage all administrative, statutory, financial and operational processes relating to Barnton Cemetery, ensuring compliance with legislation and providing a professional, sensitive service to the public.

Please contact the Clerk for further information;

Email; clerk@barnton-pc.gov.uk

Tel; 01606 784270