

## **BARNTON PARISH COUNCIL**

### **Recruitment Pack – 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 approx. £1,300 = £7,565**

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.

#### **Key Duties and Responsibilities**

##### **1. Fees and Charges**

- Review cemetery fees annually.
- Issue updated charges to funeral directors and other stakeholders following council approval.

## **2. Point of Contact**

- Act as the primary contact for all cemetery enquiries from the public, funeral directors, stonemasons, solicitors, and other authorities.

## **3. Attendance at Funerals**

- Attend the cemetery by arrangement to witness funerals outside office hours when required.

## **4. Records and Registers**

- Complete and maintain cemetery software, statutory registers, and all legal documentation.
- Ensure all records are accurate, up-to-date, and compliant with legislation.

## **5. Legal Documentation**

- Prepare and issue Exclusive Right of Burial (EROB) documents, transfer paperwork, and other legal forms prior to burials.

## **6. Financial Administration**

- Prepare and issue invoices and receipts.
- Bank receipts monthly and balance cemetery accounts.
- Maintain financial records for internal and external audit.

## **7. Memorials**

- Approve new memorials, inscriptions, and fixings in accordance with regulations.
- Collect associated fees.

## **8. Safety and Inspections**

- Arrange inspections of unsafe memorials and manage any resulting actions.

## **9. Grounds and Maintenance**

- Liaise with the cemetery maintenance contractor.
- Arrange construction of new plinths, paths, or infrastructure as required.

## **10. Exhumations**

- Process requests for exhumation of cremated remains and complete Ministry of Justice paperwork.

## 11. New Burial Ground

- When required, arrange for new burial areas to be surveyed and consecrated in liaison with the Bishop of Chester's office.

## 12. Liaison

- Work with funeral directors, registrars, grave diggers, neighbouring councils, and other stakeholders.

## 13. Public Searches

- Conduct cemetery register searches for the public, funeral directors, and solicitors.

## 14. Other Duties

- Undertake any other duties necessary for the effective management of the cemetery and associated grounds.

## 3. Person Specification

### Essential

- Excellent administrative and organisational skills
- High level of accuracy and attention to detail
- Ability to work independently and manage own workload
- Strong communication skills, both written and verbal
- Ability to deal sensitively and professionally with bereaved families
- Competent IT skills, including use of databases or software systems
- Ability to maintain confidential and sensitive information
- Willingness to work occasionally outside normal office hours
- Ability to interpret and apply regulations and procedures

### Desirable

- Experience in cemetery administration or bereavement services
- Knowledge of local government procedures
- Experience with financial administration and audit preparation
- Familiarity with cemetery software systems
- Understanding of memorial safety regulations
- Experience liaising with funeral directors and stonemasons

## 4. Terms and Conditions

- **Hours:** 8 per week
- **Working pattern:** Fridays in the office; flexible additional hours as required

- **Salary:** NJC SCP 13–17 (£15.06–£16.08 per hour)
- **Annual salary:** £6,265
- **Pension:** Local Government Pension Scheme (approx. £1,300 employer contribution)
- **Contract:** Permanent after a probationary period of 6 months
- **Location:** Barnton Parish Council Office & Barnton Cemetery
- **Training:** Provided as required (e.g., cemetery management, memorial safety, software)

## 5. How to Apply

Applicants should submit:

- A completed **application form**
- A **covering letter** explaining how they meet the person specification
- Contact details for **two referees**

Applications should be sent to:

**Clerk to the Council** Barnton Parish Council

**Closing date:** [Insert date] **Interviews:** [Insert date]