

# **BRAMPTON PARISH COUNCIL**

Chairman – J P Chitty OBE MA CEng



## **VACANCY**

### **Bookings Clerk to Brampton Parish Council**

We are currently seeking a Bookings Clerk, the duties of which are as follows:-

1. Handling of bookings for our three Community Centres and to answer general enquiries relating to these.
2. Arrange visits to view the halls prior to bookings if required.
3. To send out bookings forms, take payment, account for money received.
4. To manage and maintain the bookings diaries for all three buildings operated on a bookings management software package.
5. To invoice regular users and one-off hirers, take payment, and record payments.
6. To ensure payments are made on time and chase any of which are outstanding.
7. Prepare weekly schedule of bookings for the cleaners and caretakers.
8. Notify staff of any changes to schedules.

Remuneration is within the LC1, SCP 7 -12 pay band of the National Joint Council (NJC) for Local Government Services pay scales.

The position is part time, working a minimum of 12 hours a week to a maximum of 16. This will be dependent upon the take up of our new centre.

Please apply by sending your CV either by email or hard copy to:

Tess Rogers  
Parish Clerk  
Brampton Parish Council  
Brampton Memorial Centre  
Thrapston Road  
Brampton  
Huntingdon  
PE28 4TB

[clerk@bramptonpc.co.uk](mailto:clerk@bramptonpc.co.uk)

Tel: 01480 454441/07393 531817

Closing date 5 pm Friday 28 May 2021. Interviews to take place on Tuesday 8<sup>th</sup> June 2021