

Sawston Parish Council



Bookings Clerk

Sawston's sports grounds and buildings are extremely well used, and this new role will take responsibility for all bookings – liaising with sports clubs about fixtures and games, taking bookings for pavilions, preparing invoices and chasing payment and organising basic repairs and maintenance for the pavilions.

You'll interact with user groups, sports clubs, members of the public and councillors so you'll need great communication skills. You'll be well organised and happy to manage your own work as well be part of a team. The ability to work flexible hours, and attend occasional evening meetings as needed will be useful.

- Part time (15 hours per week)
- Salary £8,145 per annum (£20,092 pro rata - LC1 Scale 7)
- Parish Council pension scheme, subject to eligibility criteria

Full job description and details of how to apply sawston.gov.uk or clerk@sawstonparishcouncil.gov.uk

Closing date Friday 5th November 2021