

JOB DESCRIPTION/PERSON SPECIFICATION

Post:	CEMETERY ADMINISTRATION OFFICER
Post No:	WTC 10
Responsible to:	Chief Officer
Hours per week:	7.5 hours per week approximately

Job Purpose

1. To provide the administrative duties specifically for the Whitchurch Cemetery.
2. To keep all records and registers updated.
3. To provide administrative duties in support of the Council's services as required.
4. To run Cemetery Committee meetings four times per year.

Main Responsibilities

1. To maintain all cemetery records (Burial Registers and Records of Grave Spaces) and keep them up to date.
2. To assist the Chief Officer by liaising with the grounds maintenance contractors and assisting with contract monitoring.
3. To arrange Whitchurch Cemetery JANE Committee meetings and provide a written report/minutes of the meeting for Whitchurch Town Council meetings
4. To update information on the cemetery website & noticeboards, as required.
5. To maintain a range of files and databases relating to Cemetery governance & business.
6. To attend burials at the cemetery for administrative purposes only.
7. To maintain & update Health & Safety policies for the cemetery.
8. To collate contractor risk assessments & method statements and keep up to date records.
9. To visit the cemetery to:
 - a. check on contractor H&S
 - b. check grounds maintenance contract
 - c. assess any outstanding works that are required
10. To promote the principles of customer care, equality, quality management and good health and safety standards and to help achieve quality council status.
11. To undertake other tasks within the competence of the post holder at the request of the Chief Officer



PERSON SPECIFICATION

E = Essential
D = Desirable

FACTOR	REQUIREMENT	METHOD OF ASSESSMENT
QUALIFICATIONS	E Recognised IT competence certificate or experience	Application Form
	D Clerical or Administrative certificate/experience	Application Form
EXPERIENCE	D Experience of having worked for a cemetery or similar	Application Form and Interview
	D Experience in local government administration	Application Form and Interview
	E Experience in maintaining administrative records	Application Form and Interview
	E Experience of preparing minutes	Application Form and Interview
	E Experience of Microsoft Office packages.	Application Form and Interview
KNOWLEDGE/ SKILLS	E A good grounding in modern office procedures and ICT	Application Form and Interview
	E Good communication skills	Interview
	E Ability to maintain confidentiality	Application Form and Interview
	E To provide efficient and effective office duties and skills to include computer literacy, filing, photocopying, record keeping, maintain and assist with monitoring contracts as applicable.	Application Form and Interview
OTHER	E Commitment to improving efficiency and effectiveness	Application form and Interview
	E Ability to be self motivated and innovative	Interview.
	E Commitment to customer care & equal opportunities in service Delivery	Application form and Interview
	E Ability to work in a flexible manner	Interview
	D Experience of uploading information and documentation to websites	Application form and interview