



# WETHERBY TOWN COUNCIL JOB DESCRIPTION

**Job Title:** Burials Manager

**Responsible to:** The Town Clerk  
Wetherby Town Council's Property Committee

**Date Produced:** July 2022

**Contracted Hours:** Minimum – 7.5 hours per week  
Maximum – 18 hours per week.

---

## JOB PURPOSE

To arrange and administer burials in the Council's Hallfield Lane Cemetery ensuring that a proper and caring service is provided to the public.

---

- 1. Job Title**  
Burials Manager
- 2. Location**
  - 2.1 Hallfield Lane Cemetery, Hallfield Lane, Wetherby, LS22 6JT
  - 2.2 Hybrid working arrangements for administrative tasks:
    - 2.2.1 Wetherby Town Council Offices, The Town Hall, Market Place, Wetherby, LS22 6NE
    - 2.2.2 Flexible working arrangements available to allow post holder to work from home or other preferred location.
- 3. Grade / Salary**  
NJC Salary Points 18-23
- 4. Hours**  
Between 7.5 and 18 hours per week.
- 5. Duties**
  - 5.1 Responsible for the legal and day to day functions of the cemetery.
  - 5.2 Responsible for dealing with all enquiries in relation to burials at the Hallfield Lane cemetery in accordance with Wetherby Town Council's aspirations for providing high levels of customer service.
  - 5.3 Administration of the Town Council's cemetery, to include:
    - 5.3.1 Allocation of new graves for burial.
    - 5.3.2 Administration of all statutory paperwork relating to burials.

- 5.3.3 Issue of grave deeds and the transfer of burial rights in accordance with burial law.
- 5.3.4 Responsible for the maintenance of Burial and Grave Purchase registers (in both electronic and paper formats) and processing grave ownership documentation ensuring accuracy and presentation of details.
- 5.4 Responsible for the correct identification of graves and graveside checks before, during and after a burial.
- 5.5 Responsible for ensuring gravedigging contractors are advised of burials in good time and for monitoring their work including health & safety and legal compliance.
- 5.6 Responsible for collection of burial fees in accordance with agreed schedules and their processing in accordance with the Town Council's agreed procedures and financial regulations.
- 5.7 Attendance at Burials
  - 5.7.1 Acting as the Burials Attendance Officer and attending graveside and chapel services.
  - 5.7.2 Assisting and co-operating with Funeral Directors during funeral processions and burials within the cemetery.
  - 5.7.3 This will require the Burials Manager to be flexible on their working hours as burials may be arranged between the hours of 9am to 4pm, Monday to Friday.
  - 5.7.4 Burials are held throughout the year, so the post holder will be exposed to all inclement weather conditions.
  - 5.7.5 The post holder will be expected to wear Wetherby Town Council uniform when attending burials.
- 5.8 Responsible for ensuring the observance of all relevant statutory burial provisions.
- 5.9 To liaise with monumental masons so that all memorials are correctly positioned and constructed within the cemetery.
- 5.10 To assist the general public with the identification of grave spaces.
- 5.11 To assist with the preparation of block plans within the cemetery.
- 5.12 To assist with the preparation of necessary policies, procedures and fee schedules for the cemetery.
- 5.13 To report verbally or in written format to meetings of Wetherby Town Council and the Property Committee as required by the Town Clerk or Operations Manager.
- 5.14 To report upon the needs for repairs and maintenance to Cemetery buildings, walls, fencing, equipment, roads, etc to the Operations Manager.



- 5.15 Being aware of any sensitive information held by the Council in relation to the cemetery service and ensuring adherence to the General Data Protection Regulation legislation 2018.
- 5.16 To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and the Council's Safeguarding Policy in relation to child protection and safeguarding children and young people as this applies to the role. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role. To ensure that the Operations Manager or Town Clerk are made aware and kept fully informed of any concerns which there may be in relation to safeguarding and/or child protection.
- 5.17 Participation in staff development and undertaking training to meet the requirements of the job.
- 5.18 Undertake other duties appropriate to the role as required by Wetherby Town Council.

## **6. Relationships**

- 6.1 Accountable to the Town Clerk and Wetherby Town Council's Property Committee.
- 6.2 Working closely with the Operations Manager.
- 6.3 Maintaining communications with grounds maintenance and gravedigging contractors.

## **7. Changes**

This job description sets out the main areas of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

