



# WETHERBY TOWN COUNCIL

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## BURIALS MANAGER

Applications are invited for the permanent post of Burials Manager, following the retirement of the existing postholder.

The position is available from 24<sup>th</sup> June 2024.

### Job Purpose

The Burials Manager's role is to arrange and administer burials in the Council's Hallfield Lane cemetery ensuring that a proper and caring service is provided to the public, as detailed in the Job Description.

### Working Arrangements

Reporting to the Town Clerk, the Burials Manager will work for a minimum of 7½ hours per week. Working time is not expected to exceed 18 hours per week.

The job is based at the Hallfield Lane Cemetery (LS22 6JT) and Wetherby Town Hall (LS22 6NE), but the successful candidate will also be able to carry out administrative work from home or other, off-site location of their choosing. A laptop will be provided to facilitate administrative work.

The Burials Manager will be expected to attend all burials at the Hallfield Lane Cemetery which may take place between 9am and 4pm, Monday to Friday.

### Requirements

The ideal candidate will have a good standard of education, including GCSE level grades A-C (or equivalent) in English and Maths.

Experience of burial management is essential.

The Burials Manager will be responsible for inputting and maintaining the cemetery records in both electronic and ledger formats and so the successful candidate will be able to demonstrate IT literacy and competence, together with neat and legible handwriting.

More information is given in the person specification.

### Salary and Benefits

The Burials Manager role will be paid at NJC Salary Points 18-23 (currently £15.21 to £16.67 per hour) depending on experience.

Annual leave will be accrued at a rate of 14.5% of time worked.

The postholder will be eligible for entry to the West Yorkshire Pension Scheme which attracts generous employer contributions.

### Applications

Further information, together with the application form are available online at: [https://www.wetherby.co.uk/Council News and Notices 3765.aspx](https://www.wetherby.co.uk/Council%20News%20and%20Notices%203765.aspx)

Wetherby Town Council is committed to being an equal opportunities employer. If you have any additional needs, please tell us about any adjustments we may need to make to assist you with the selection process.

Application forms should be sent to [clerk@wetherby.co.uk](mailto:clerk@wetherby.co.uk) by midnight on Sunday 9<sup>th</sup> June 2024.

Interview date to be confirmed after 11<sup>th</sup> June 2024.