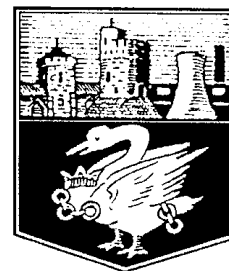


Caldicot Town Council

Cyngor y Dref Cil-y-Coed

Council Office, Sandy Lane, CALDICOT NP26 4NA
Swyddfa'r Cyngor, Lôn Dywodlyd, CIL-Y-COED NP26 4NA



CEMETERY ADMINISTRATOR

Caldicot Town Council are proud of Dewstow Cemetery in Caldicot and are looking for a Cemetery Administrator to join their team.

This post is for 8 hours per week and would include having a dedicated mobile to take occasional calls outside these hours. The post holder would be expected to liaise with Funeral Directors and Memorial Masons as well as the families of the deceased, complete the legal paperwork and ensure interments run smoothly. The post holder would work alongside the contractor who maintains the site for the Town Council. Full training would be given on the legal side of this role.

Please contact the Town Council on clerk@caldicotc.org.uk for the application pack. If you would like an informal chat about the role, please call Anne Wilson, Locum Town Clerk on 01291 420441 for more information.