

PORTCHESTER CREMATORIUM JOINT COMMITTEE

JOB DESCRIPTION

DEPARTMENT Portchester Crematorium **GRADE** SCP 14-17

POST TITLE Part-time Clerical Assistant (afternoons)

JOB PURPOSE

To complete clerical/typing duties in respect of individual cremations on a daily basis and assist in the provision of an effective administrative service. To maintain the crematorium web site and have responsibility for files and software.

JOB ACTIVITIES

1. To carry out clerical/typing tasks in support of the administration of the crematorium office, eg inputting data and production of all necessary documentation.
2. Accepting and receipting payments for Book of Remembrance, memorial cards and other relevant income.
3. Booking funeral services and appointments. Dealing with general telephone and reception enquiries.
4. Liaise with Funeral Directors, Organists and Ministers as necessary over detailed funeral arrangements. Passing cremated remains to Funeral Directors and members of the public.
5. To cover other administrative duties in the absence of the morning clerk/typist, on approximately 25 days per year.
6. To maintain an effective web site and have responsibility for all associated files and software.
7. To undertake such other clerical/typing tasks as required by the Manager and Registrar consistent with the grading of the post and necessary provision of an effective and economical service at the Crematorium.

I AGREE that the job description above gives a fair and reasonable representation of the work of the post.

Postholder **Registrar**

Date