

Cemetery Clerk - Job Description

Report to: Parish Clerk

Aim

The purpose of this role is to administer the day to day running of Waltham Cemetery. This includes keeping accurate records and liaising with customers and other professionals to ensure that customers' needs are met and that legal requirements are adhered to.

The Cemetery Clerk will play an active role in the development of the cemetery contributing to improvements in practices and procedures and development of additional cemetery land.

The Cemetery Clerk will work closely with the Parish Clerk who holds the overall responsibility for the management of the Cemetery in accordance with the decisions made by the Parish Council.

Specific Responsibilities

- Prepare agendas and documents for Burial Board meetings, attend all meetings as required and draft minutes.
- Receive and respond to enquiries concerning the cemetery.
- Have an awareness and understanding of the needs of bereaved people, displaying sensitivity and empathy.
- Provide information and advise applicants on actions required.
- Process requests for purchase of Grant of Rights of burial, transfer of grants, memorials and other transactions, administering application forms and applying/receiving the appropriate fees.
- Check all applications to ensure that they are accurate and correct and comply with legal requirements and Cemetery rules and policies.
- Issue/amend Grants of Right of burial "deeds" or other documentation in accordance with burial law, cemetery regulations and government regulations.
- Accurately register or record all details of new transactions in accordance with burial law, cemetery regulations and government regulations. Correct or log any historical errors if found.
- Maintain the filing system to ensure it remains accurate and up to date (including electronic files).
- Ensure that all information is kept in accordance with the requirements of the Data Protection Act.
- Co-ordinate ground works and erection of monuments with the relevant trades including marking locations and checking works carried out.
- Provide regular reports to the clerk and/or parish and attend meetings as required.
- Report or refer any issues or problems to the Clerk

- Be aware of Health and Safety within the cemetery and inform the Clerk if any risks are identified.
- Identify and suggest improvements to processes, contribute to future planning, changes to rules, policies etc.
- Keep up to date with changes to legislation/ good practice and be willing to attend cemetery management or other relevant courses.
- Be professional and diplomatic at all times
- Provide admin cover for the clerk's holiday/sickness cover etc.
- Undertake any other duties required by the council consistent within the level and scope of the post