



Salary: £23,00.00 to £25,000.00 /year once qualified

Application Deadline: 31/07/2021

Job Types: Full-time, Permanent

Job Title: Cremation Technician (x2)

Benefits: On-site parking

Pure Cremation is the UK's leading provider of direct cremations and operates 24 hours a day, 7 days a week across England and Wales. Due to our continued growth we are looking to hire two additional cremation technicians to work at our purpose-built facility in Andover - Charlton Park Crematorium. The ideal applicant will ideally have some experience of working in the funeral sector although this is not essential, however flexibility in working hours is. This post will work on a rota between 2 daytime shifts, either 7am to 3pm or 3pm to 11pm. Weekend and Bank holiday overtime will be available and you must be flexible in order to cover this as part of a highly specialised team.

Main Duties and Responsibilities: 1. Cremations: Carry out the cremation process whilst adhering to all statutory legislation and non-statutory guidance notes. All Cremation Technicians are expected to hold or be prepared to undertake a period of theoretical and practical training in order to obtain the necessary professional qualification demonstrating competency to oversee the cremation process. The CTTS is a nationally recognised BTEC qualification.

2. Chapel Duties: Provide chapel attendant cover in both of our ceremonial spaces as required. Liaise with Officiants, Funeral Directors and most importantly the bereaved in a professional and empathetic manner, prepare the Ceremonial space for services, check service particulars and ensure all requests have been addressed prior to the Funeral party's arrival, receive funerals, conduct appropriate identification procedures, resolve minor issues in a professional and respectful manner; ensure serious issues are brought to the attention of the management immediately, monitor audio and video systems; supervision and cleanliness of Floral Terrace. Flowers/Wreaths: Handle tributes in a safe and respectful manner; remove tributes from viewing area to display area; clean viewing area and display area; remove flowers from grounds and display areas as and when required. Daily monitoring of the site and grounds before receiving any funerals to the crematorium ensuring the facility is clean and presentable at all times.

3. Distribute Cremated Remains to Funeral Directors and families. Deal with all necessary administration relating to cremation, make entries in registers; compile stock reports; generate ash-holding reports for office action; generate stock level reports as and when required. On gaining the Crematorium Technicians Certificate of Proficiency, you may be required to provide day to day supervision of cremation activities including on site guidance and training to other employees as required.

4. Administration: Undertake day-to-day duties, including phone duties, taking service bookings; liaising with funeral directors, clergy and other service users; inputting of data onto specialised computer systems; production of daily reports and information; memorial advice and sales

5. Mortuary Duties: Receive the deceased from Funeral Directors and Pure Cremation's operations team, assist with encoffining, placing into cold rooms and preparations for cremation. Complying with the company's identification procedure; recording all interactions with the deceased using our bespoke IT system.

Pure Cremation/Charlton Park Crematorium offers the successful applicant the opportunity to be part of a team in a rapidly growing business. Our people are dedicated, enthusiastic and work hard. If you want to join our team you need to include a brief note with your application explaining why you think you would be suited to this work and how you would benefit our business. Failure to do this will result in the automatic rejection of your application.

Applicants should email their CV to Zoe McMillan info@charltonparkcrematorium.co.uk