



Neighbourhood and Assets
Bereavement Technical Officer (Career Graded)
£24,702 - £31,364 per annum
37 hours per week
2 x permanent posts

The starting salary will be £24,702 per annum (Grade G) for a candidate who has not obtained the cremator operator's certificate. The starting salary for a candidate who has passed the cremator operators certificate will be £28,770 per annum (Grade F).

These full time (37 hours per week) posts are permanently based at Oakley Wood crematorium; a 21-acre site, located in the tranquil ancient woodland setting midway between the villages of Bishops Tachbrook and Wellesbourne. The service also manages cemeteries in Leamington, Warwick, Kenilworth and Milverton. Cremation services take place Monday to Saturday, rota arrangements are to work one Saturday in approx. every four with a corresponding rest day taken during the week.

We are looking to recruit two Bereavement Technical Officers to perform varied burial, cremation and grounds maintenance duties; ensuring bereaved families receive an excellent standard of service for the burial or cremation of their loved one. Working as part of our small and flexible team.

In this post you will be responsible for:

- Providing a front-line service for bereaved families, members of the public, funeral directors and other service users
- Operation of cremators and ancillary equipment
- Providing front of house bereavement services
- Overseeing scattering of cremated remains and woodland burials
- Improving and maintaining the woodland gardens of remembrance

The successful applicant will need:

- To have experience of providing services of a sensitive nature, with empathy, understanding and equality
- A willingness to be flexible around hours and duties, including taking part in a weekend rota (alternative days off are given when working weekends)
- To have high levels of interpersonal skills, tact and diplomacy and a proven record of working flexibly in a team environment
- Be capable of working in an extremely busy environment with constant interruptions, yet maintaining a first-class standard at all times

This post is based at our office at Oakley Wood Crematorium and is not suitable for home or hybrid working.

In return we offer a supportive environment in an organisation accredited with IIP, flexible working hours, the opportunity of joining a final salary pension scheme and on-going personal training and development.

Warwick District Council believed in valuing diversity, we recognise the benefits of a diverse workforce and are committed to equal opportunities. This means we welcome and encourage applications regardless of age, gender, sexual orientation, race, religion, or disability and from every sector within the community.

If you would like to know more about this position please contact, Max Kendall-Wilson, Bereavement Services Assistant Manager on 01926 651418.

Closing date: 19th May 2024

Apply at

https://ce0242li.webitrent.com/ce0242li_webrecruitment/wrd/run/ETREC107GF.open?VACANCY_ID%3d93696633WW%1BU&WVID=176969WSB0&LANG=USA