

## Job particulars

### **Full time Natural Burial Ground Operative / Funeral Directors Assistant**

Peace Funerals are recruiting a Natural Burial Ground Operative/ Funeral Directors Assistant, to join their growing team. The post will be predominantly based at our South Sheffield branch but working at our North Sheffield branch will also be required regularly. Must be physically fit and strong, have excellent communication and organisational skills, be smart in appearance and have a driving licence. Experience in funeral sector not required but maturity and sensitivity are. Full time - 40 hours per week (Mon - Fri) plus out of hours duty 1 week in 7.

#### **Natural Burial Ground Operative / Funeral Directors Assistant Main duties**

- Marking out plots at Apperknowle, South Yorkshire and Golden Valley Natural Burial Grounds.
- Grounds maintenance at the burial grounds, including grass cutting, grave clearance and general tidying.
- Attending and carrying out burials of ashes and tree plantings, attended by family members.
- Collecting deceased people mainly from hospitals, hospices, and public mortuaries during daytime hours.
- When on call, collecting deceased people from care and nursing homes, and private addresses.
- Collecting orders of service and other items as required
- Fitting and lining coffins.
- Preparation of the deceased, including washing and dressing.
- Other duties appropriate to the post, including routine maintenance of equipment used and cleaning and tidying

#### **Other information**

At Peace Funerals we have a strong belief in team working. The post holder will be expected to establish and maintain good working relationships with their colleagues, and with the staff of other agencies. They will also need to demonstrate sensitivity, and good judgment, in their dealings with (prospective) customers; and be able to work independently when necessary.

Although we all have our own specific responsibilities, everyone must be flexible in order for us to continue to be able to offer a wide range of choice to our customers. The above list represents the main duties attached to this post, but there are times when the post holder may be required to give assistance with other duties.

This is a permanent position. The appointment is subject to a three-month probationary period, which may be extended by a period of up to a further one month.

## Hours

40 hours per week, 8 hours per day, Monday- Friday, 9am – 5pm

## Salary

£25,000 per annum

## Application process

The closing date for applications is **Friday 19<sup>th</sup> January 2024 at 1pm**. Applications must be hand written in black pen, then scanned or photographed and sent as a PDF attachment to [jobpeacefunerals@gmail.com](mailto:jobpeacefunerals@gmail.com). Late applications will not be accepted, nor will applications where a candidate has just submitted a cv rather than the completed the application form.

We will notify applicants who have been shortlisted by Friday 26<sup>th</sup> January 2024. There will be initial interviews being held in the first few weeks of February via zoom.

As we anticipate a large number of applicants, we are afraid that we will not be able to handle individual enquiries about the post, but you are advised to refer to our websites [www.peacefunerals.co.uk](http://www.peacefunerals.co.uk) & [www.peacenaturalburials.co.uk](http://www.peacenaturalburials.co.uk) to learn more about our company and our approach.



**Application Form**  
**Natural Burial Ground Operative**  
**/ Funeral Directors Assistant**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current employment (if any)

Job \_\_\_\_\_ Employer \_\_\_\_\_

Other employment history (most recent first):

Employer	Job Title	Dates to/from	Reason for Leaving

Education & Training: Qualifications obtained / Courses Completed.

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Any other experience that you feel is relevant to this job (i.e. that demonstrates any of the following: your IT skills (including Microsoft Office), your communication skills, your ability to work well within a team, your organisational skills, your sensitivity and maturity). Continue on separate paper if necessary.

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Name and addresses of two referees (one of whom should be a past or current employer)

Referee 1 \_\_\_\_\_

Address \_\_\_\_\_

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Phone number(s) \_\_\_\_\_

Is this person a past or current employer? yes  no

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Referee 2 \_\_\_\_\_

Address \_\_\_\_\_

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Phone number(s) \_\_\_\_\_

Is this person a past or current employer? yes  no

How did you hear about the post? indeed.com  Facebook  Word of mouth

Peace Funerals Website  Another internet site (please specify)  \_\_\_\_\_

Other (please specify)  \_\_\_\_\_

The details in the above application are correct to the best of my knowledge.

Signed \_\_\_\_\_ Date \_\_\_\_\_