

JOB DESCRIPTION

Details of the job	
Post Title	Administrative Assistant
Hours	Part-time 16 hours per week to include some weekend working.
Salary	£9.39 per hour £18,065 per annum (full time equivalent)
Location	Based at the Town Hall, Thorpe Street, Raunds
Reports to	Town Clerk

Overall purpose of the post

To provide administrative support to the office of Clerk to the Council.

To assist residents with their enquiries.

Responsibilities

General office duties

To check all council email addresses daily and forward emails onto most appropriate person to ensure they are dealt with in a timely manner.

To answer the phone and direct all callers to the most appropriate point of contact.

To assist visitors to the Town Council reception and where appropriate direct callers to the most appropriate council/agency to assist them.

To order stationery and janitorial supplies to ensure the smooth running of council facilities.

To distribute post to town council tenants and to deal with post to the Town Council ensuring it is brought to the attention of the most appropriate person to deal with that query.

To support the Clerk and assistants to the Clerk in the preparation and distribution of council meeting packs and agendas.

To provide general office support with photocopying, filing and laminating of documents.

To update the Town Council website with documents including council minutes and agenda's.

Council facilities

To be the main point of contact for customers wishing to book Saxon Hall.

To support the assistant to the Clerk with administration relating to burials in Raunds cemetery.

To undertake safety checks on Council facilities including the Skate Park.

Weddings and Events

To support the assistant to the Clerk with customer service relating to Weddings at the town hall, including attendance at Wedding ceremonies.

To support the running of all Town Council events.

To support the running of Film Afternoons and events for older people.

Finance

To raise cheques for payment of supplier invoices as directed.

To be responsible for record keeping for petty cash and corporate procurement card.

To issue customers with receipts for payments.

To enter invoices on the Finance system.

Other duties

To act as coordinator for the Council's Speedwatch program.

To log requests for CCTV footage.

To maintain records for the Council's quality status portfolio.

To adhere to all Town Council policies and to conduct yourself in the appropriate manner at all times.

To carry out any other duties commensurate with the post.

PERSON SPECIFICATION

Post Title:	Administrative Assistant
Service Area:	Town Council Office

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<p>Able to demonstrate a good level of general education equivalent to GCSE standard in English and Maths Grade A-C</p> <p>Holds an NVQ Level 2 or equivalent in a relevant subject or experience in administrator work</p> <p>Ability to demonstrate good IT skills and be proficient in the use of Microsoft Office applications</p>	NVQ Level 3 in a relevant subject
Experience and Knowledge	<p>Experience of working in a busy office based role</p> <p>Experience of finance and financial systems</p> <p>Demonstrate experience of arranging, and supporting meetings</p>	<p>Experience of working in a political environment</p> <p>Experience of minuting meetings</p>
Personal	Has a positive and enthusiastic attitude and shows initiative within the role.	

<p>Ability and Skills</p>	<p>Demonstrates excellent communication skills, both written and verbal</p> <p>Has accuracy and attention to detail</p> <p>Able to work independently and as an effective team member with minimum supervision</p> <p>Appropriate level of data protection, security and confidentiality awareness</p> <p>Able to prioritise own workload and cope well under pressure to meet deadlines</p> <p>Able to build and maintain good working relationships with councillors, colleagues and residents to deliver a service</p> <p>Is courteous and effective when dealing with people, exchanges information in a tactful and diplomatic manner, able to communicate effectively at all levels</p> <p>Able to plan, coordinate and implement personal diary and meeting schedules</p>	<p>.</p>
<p>Equal Opportunities</p>	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</p> <p>Demonstration of commitment to Town Council policies</p>	
<p>Health and Safety</p>	<p>Able to demonstrate a clear understanding of and commitment to Health & Safety and a willingness to undertake training to enable implementation of procedures.</p>	

