

Job Profile

Administrative Assistant



Overall Responsibilities

To report to and support the Clerk and Responsible Finance Officer in all aspects of administration, finance, and clerical work. To represent and promote the Council and its work positively in all internal and external dealings.

Key Duties & Responsibilities

All duties and responsibilities will be carried out with strict regard for Health & Safety Regulations, the Parish Council rules, regulations, and policies in force. The job description sets out the main duties of the post. Such duties may vary from time to time, without changing the general character of the post, or the level of responsibility entailed. This job description is not exhaustive; the post holder would be expected to carry out any reasonable duties prescribed by the Council. Some weekend or evening work may be required.

1. Administration/Council Meetings

- To assist the Parish Clerk in ensuring that the statutory and other provisions governing or affecting the running of the Council are observed.
- To receive correspondence and documents on behalf of the Council and under the direction of the Parish Clerk, or in the absence of the Parish Clerk, to deal with the correspondence or bring to the attention of the Assistant Clerk.
- To maintain and update when necessary, the Council's website and social media pages.
- To obtain quotes for goods and services as requested by the Clerk
- To aid with the organising of events under the direction of the Clerk and to attend events if required.
- To ensure relevant planning lists are available for meetings and uploaded onto the Councils website
- To manage the Parish Council's archiving system and ensure rotation and destruction under the retention of Public Records and General Data Protection Act
- To assist the Assistant Clerk in the management/administration of the cemeteries including, memorials, interments, general enquiries, invoicing and updating the electronic burial records.
- To assist the Assistant Clerk in the bookings/administration of the Reading Room and football pitches on behalf of the Council.
- To assist in a professional manner as a representative of the Parish Council and assist in providing a point of contact for customer enquiries, providing support and assistance to visiting members of the public, Parish Councillors, outside bodies and contractors where appropriate.

- To ensure that all deeds, plans, records, correspondence, documents, and electronic data relating to the Council are kept securely and safely, while remaining readily accessible when required.

2. Parish Hall

- To assist the Parish Hall Secretary in bookings for the Parish Hall.
- To administer and invoice for the hire of the Parish hall facilities on behalf of the Parish Hall Management Committee.
- To ensure the caretaker's diary is up-to-date at all times.
- To monitor and maintain appropriate Parish Hall supplies.

Other Responsibilities

- To attend training courses as required by the Council.
- To undertake such other duties as may be required from time to time, commensurate with the level of the post.

Job Specific Notes
On occasions the job will involve work outside of normal office hours and weekend working

Person Profile	Administrative Assistant	E/D	Assessment Rating
E = Essential D = Desirable * indicates shortlisting criterion			
1. Key Areas of Knowledge and Experience			
<i>Know-how (Level 4)</i>			
Working in an administrative role, including dealing with customers and using a range of office equipment		E*	
To have knowledge and experience working on Microsoft Word & Excel		E*	
Creating and implementing new working methods & systems		E*	
Arranging and organising events, functions & meetings		E*	
Producing agendas, taking minutes & producing reports		D*	
To have an understanding of GDPR		D*	
Using a range of computer applications and ICT including word processing, spreadsheets, databases, presentation software, internet, e-mail & other electronic systems		E*	
2. Qualifications			
Minimum of 5 GCSE's including Maths & English Or Evidence of the equivalent level of knowledge gained through work experience		E*	

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3. Key Skills			
<i>Communication (Level 3)</i>			
Communicates effectively on a 1:1 basis about straightforward and detailed issues with a range of people	E		
Deals confidently with different points of view in conversations	E		
Contributes clearly and effectively to discussion with others	E		
Persuades others to own point of view on routine issues	E		
Produces detailed written information to communicate information, ideas and opinions	E		
<i>Decision Making (Level 3)</i>			
Uses initiative and organises own daily workload	E		
Responds independently to unexpected problems and situations	E		
<i>Problem Solving (Level 3)</i>			
Gathers information from a range of sources to understand situations and problems	E		
Analyses and interprets information to identify important issues and problems	E		
Identifies risks and considers alternative courses of action	E		
Produces short-term solutions or plans	E		
4. Employee Competencies			
<i>Customer Awareness</i>			
Works to customer service standards and gives customer satisfaction	E		
<i>Continuous Improvement</i>			
Recognises and responds positively to the need for change	E		
<i>Performance Focus</i>			
Takes ownership of own work and performance	E		
<i>Team Working</i>			
Works with others to deliver added value to the team and service	E		
<i>Dignity and Respect</i>			
Considers and shows respect for the opinions and feelings of others	E		

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5. General Requirements			
Able to work flexibly, including any service specific hours	E		
Able to travel to various locations throughout the parish within a reasonable timescale	E		
No serious health problem which is likely to impact upon job performance (that cannot be accommodated by reasonable adjustments)	E		
Good attendance record in current/previous employment (not including absences resulting from disability)	E		
NB: Health and attendance criteria will only be assessed following an offer of appointment. (Equality Act 2010)			
6. Statements Applicable to all Jobs			
All duties and responsibilities should be carried out in accordance with agreed Council policy and procedures, in particular those relating to: Environmental; Health and Safety; Equal Opportunities; Risk Management; Data Protection; Safeguarding and Financial Regulations.			
Emergency Planning All employees will be required to undertake emergency planning duties commensurate with the grade of the post.			
The job profile is an outline only and may vary from time to time without changing the character of the job or level of responsibility. The post holder must be flexible to meet the operational needs of the Council.			
The person profile covers key areas of competence and methods of assessment other than interview may be used (as appropriate to the job) to assess what a candidate can do and how they act in a specific area or situation. These include: ability test; work-related task; occupational personality questionnaire and presentation. Where this is the case, shortlisted candidates will receive details in advance of the selection process.			
The Employee Competencies outlined in the person profile are the minimum standards of behaviours required for working at the Council in any post and are assessed as part of the selection process. <i>They are not required to be addressed in the application form.</i>			
This job and person profile has been prepared in accordance with the requirements of the Council's Equal Opportunities in Employment Policy. We undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages a disabled person may have.			