



Job Description

POST DETAIL

TITLE:	Administration Assistant
POST NO:	LPC-AD-002
SALARY RATES:	Hourly rate - £9.00 - £9.94 Pro rata - £7,038.90 - £7,774.07 (15 hours) Full time equivalent - £17,364 - £19,171 Starting rate will be dependent on qualifications and experience
HOURS OF WORK:	Contract - 9:00am – 12:00pm, Monday – Friday Additional Hours – Evening meetings and events
RESPONSIBLE TO:	Parish Clerk & RFO

1. JOB PURPOSE AND OVERVIEW

- a. To provide administrative support to the Parish Clerk and the Council.
- b. To attend evening meetings as minute clerk.
- c. To organise and attend parish events.

2. GENERAL DUTIES AND RESPONSIBILITIES

- a. The post-holder must, at all times, carry out their duties and responsibilities to comply with the policies, Standing Orders, Financial Regulations, Employee Code of Conduct, procedures and Constitution of the employer.
- b. To work under the direction, and comply with the lawful instructions of the Council, in undertaking general administration duties.
- c. To manage the office facilities, word processing, data base creation and maintenance, spread sheet functions, filing etc.
- d. To maintain, update and monitor the Council's website.
- e. To monitor and respond to routine correspondence and emails.
- f. To deal with routine enquiries personally or by telephone by members of the public.
- g. To receive, record and invoice bookings for council, facilities and handle cash payments.
- h. To prepare and prioritise incoming mail and draft replies to routine correspondence.
- i. To deal with the basic data input of the Councils accounting system.
- j. To maintain the Council's minute books and accounts books to a high standard.
- k. To cover the basic duties of the Parish Clerk during absence for sickness or holidays in liaison with the Chairman of the Council.
- l. To undertake preparation work for all parish events including the booking of entertainment etc and attendance at the events to deal with any issues that may arise.



- m. To ensure that all contact with the public is conducted in a helpful, courteous and respectful manner.
- n. To produce work to a satisfactory standard in the time allowed.
- o. To provide in a timely manner, evidence of attendance and any authorised overtime working.
- p. To report any defects with the Council's equipment, vehicles or property in a timely manner.
- q. To undertake any other lawful duties as may be required within the skills, knowledge and ability levels of the post holder.
- r. To undertake any training or instruction as required by the Council
- s. To undertake such other duties as may be requested by the Parish Clerk.
- t. To carry out the foregoing duties causing minimal inconvenience to the general public.

3. DUTIES AND RESPONSIBILITIES IN RELATION TO HEALTH AND SAFETY

- a. To be aware of the requirements of the Council Health and Safety Policy Statement which sets out individual responsibilities for health and safety at work.
- b. To familiarise yourself with the requirements of the Council in relation to Risk Management insofar as it is relevant to your own area of work and the work of the business unit in which you are employed.

4. DUTIES AND RESPONSIBILITIES IN RELATION TO THE EQUALITY POLICY

- a. To familiarise yourself with the contents of the Council's Equality Policy.
- b. To be aware of the requirements of the Council's Equality Policy insofar as it is relevant to your own work and the work of the business unit in which you are employed.
- c. To have a continuing duty to challenge all forms of discrimination.

5. DUTIES AND RESPONSIBILITIES IN RELATION TO COMMUNITY SAFETY (SECTION 17)

- a. To familiarise yourself with the provisions of Section 17 of the Crime and Disorder Act. This section requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised.
- b. To be aware of the need to improve Community Safety and to actively explore ways of improving community safety through the work of the business unit in which you are employed.

SIGNED: _____ (EMPLOYEE) **DATE:** _____

SIGNED: _____ (PARISH CLERK) **DATE:** _____