

WESTFIELD PARISH COUNCIL

Administrative Assistant

SALARY: Spinal Column Point 7-12
(£20,444 - £22,571 pro rata)

HOURS 12 hours per week in total (Tuesdays,
Wednesdays and Thursdays 10-2pm)

RESPONSIBLE TO: Parish Clerk

JOB PURPOSE:-

To provide an efficient and effective administrative service to the Parish Clerk and Deputy Clerk in support of the Council.

KEY RESPONSIBILITIES:-

1. To provide a high quality, comprehensive administrative service to the Parish Clerk and Deputy Clerk, including a full range of administrative support, some of which may be confidential or sensitive.
2. To provide a high-level customer service for the Parish Council, responding to queries from the public either by telephone, e mail, letter or in person. Following up such queries to their conclusion.
3. To maintain an up-to-date diary and arrange and co-ordinate meetings and appointments including booking of rooms/venues and arranging refreshments (if necessary).
4. To register the incoming post and arrange the outgoing post.
5. To receive visitors and arrange hospitality on behalf of the Parish Council.
6. To prepare some agendas, minutes, register of declarations of interest etc. in line with the Council's democratic process.
7. To help maintain and develop the Council's web site. Full training is given.
8. To help write and collate items for the Westfield Warbler under direction of the Deputy Clerk.
9. To attend meetings as required. This will include attendance at some evening meetings to take minutes on occasions.
10. To assist the Parish Clerk and Deputy Clerk with event management and to help at the event.

WESTFIELD PARISH COUNCIL

11. To maintain the filing system and archiving.
12. To research matters as requested and collate information.
13. Under the direction of the Parish Clerk and Deputy Clerk, to check some of the defibrillators in the parish, keep the noticeboards up to date, keep notices at the Pavilion in order, take flags and other small pieces of equipment in and out of storage and change the flag on the pole when required (this is done at ground level).
14. In the absence of the Parish Clerk, to liaise with the Chair of the Council, or other appropriate member of the Council, on any items of an urgent nature.
15. To carry out such other duties and responsibilities as may be required commensurate with the duties and responsibilities of the post and to show flexibility in the hours worked in order to provide office cover when required.

Aug 2022