

ELLESMERE TOWN COUNCIL

Miss Joanne Butterworth
Town Clerk & RFO
1-3 Willow Street
Ellesmere
Shropshire
SY12 0AL



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JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Salary scale	Grade NJC SCP 6
Salary	(£19,171) pro rata
Hours per week	20 hours
Responsible to	Town Clerk

Job Purpose

To provide professional, reliable, and confidential administrative support to Town Clerk, Assistant Clerk, and staff. To ensure smooth running of Council facilities. To work as part of a team providing a professional public interface.

Main Duties

Town Hall Bookings and Facilities

Deal with all aspects of room bookings including arranging bookings, issuing keys, hire agreements and receiving payments. Ensure appropriate risk assessments and safety checks are undertaken and completed

Ensure the bookings diary is kept up to date and circulated to staff as needed

Liaise with caretakers to ensure smooth running of Council facilities and the proper maintenance and cleaning of the Town Hall

Act as receptionist and the first point of contact for the Town Council, answering all incoming telephone calls, emails and post and directing to the respective Officer

To cover public office opening hours which are Tuesdays and Thursdays from 9am until 12pm

To act as contact point between the Council and hirers

Birthplace of
Eglantyne Jebb

FOUNDER



Save the
Children



Council Meetings and Support

To assist the Town Council in meeting its legal deadlines

Take minutes at meetings as and when required

Circulate information on new planning applications and provide responses to Shropshire Council

Bring relevant issues to the attention of members both in response to specific requests and proactively seek matters which require consideration

General Duties

Place orders and manage stationery and cleaning supplies

Display agendas, notices, and other information on website

Liaise with contractors and suppliers

Address Freedom of Information and Subject Access Requests in a timely, efficient, and correct manner.

Maintain an effective filing system recording Council records and procedures

Assist in ensuring the Council buildings and equipment meet the required legal compliances including health and safety risk assessments

To assist in the management and development of the Council's website, Facebook page and any other social media pages and ensure they are kept up to date.

Collect money from Cross Street toilets and keep audit trail.

Help to organise Town Council events, Civic Receptions, Civic services as required.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your daily activity and as required by the Town Clerk, and the overall objectives of Ellesmere Town Council.