ELLESMERE TOWN COUNCIL

Miss Joanne Butterworth
Town Clerk & RFO
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Shropshire
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JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Salary scale	**Grade NJC SCP 13 - 17 £12.97 - £13.95 per hour. (dependant on experience and skills).**
Hours per week	**25 hours**
Responsible to	**Town Clerk**

Job Purpose

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

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.

To act as contact point between the Council and hirers.

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 assist the Clerk to ensure that legal statutory and other provisions governing or effecting the running of the Council are observed.

To deal with administering day to day financial instructions such as invoicing, receiving payments.

Council Meetings and Support

To assist the Clerk to ensure that legal statutory and other provisions governing or effecting the running of the Council are observed.

To assist in ensuring that agendas and minutes are published in the relevant places within the legal timeframes.

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 filling 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, to meet overall objectives of Ellesmere Town Council.