

WARFIELD PARISH COUNCIL

JOB DESCRIPTION

TITLE

Administrative Assistant

JOB PURPOSE

The Administrative Assistant will perform a wide range of administrative and office support activities for the Clerks and Councillors to facilitate the efficient operation of the Parish Council.

LOCATION

The Administrative Assistant will be based at the Parish Council Office at 7 County Lane on the Tesco Store site.

DUTIES WILL INCLUDE:

- Reception duties including dealing with enquiries and issues arising from the public, organising displays & handling sales of garden waste bags to residents
- Administrative support to the Clerk & Councillors, including supporting the day-to-day running of the office
- With the Bookings Administrator administer casual hire hall bookings and liaising with regular hirers
- Updating noticeboards, maintaining the Council's web site, Facebook & Twitter posts
- Assisting with marketing and supporting events
- Ad hoc administrative and project based duties

THE SUCCESSFUL CANDIDATE IS LIKELY TO HAVE THE FOLLOWING ATTRIBUTES:

- Administration/secretarial skills
- IT skills, particularly Word & Excel
- Customer facing skills
- A flexible approach to day-to-day duties
- UK driving licence & own transport

CONTRACT

The normal working hours of the Administrative Assistant will be 9.30 am to 12.30 pm Monday to Friday. This will be a fixed term contract, in accordance with the National Joint Council for Local Authority Services Terms and Conditions.

SCALE

Scale 11 £8.06 per hour

This is an interesting and varied role and a great opportunity to be involved in the local community.

Closing date for applications:

Application forms available from:

The Parish Clerk, Warfield Parish Council, 7 County Lane, Warfield, RG42 3JP
clerk@warfieldparishcouncil.org.uk or 01344 457777

WARFIELD PARISH COUNCIL

PERSON SPECIFICATION

Administrative Assistant		
	Essential	Preferred
1. Educational qualifications	GCSEs or equivalent in Maths and English	5 GCSEs or equivalent
2. Work Experience	Ability to deal with the public	Customer service orientation
3. Skills/ knowledge and aptitude	<p>IT skills and knowledge of relevant software</p> <p>Knowledge of clerical & administrative procedures and systems</p> <p>Knowledge of principles & practices of basic office management</p>	<p>Communication skills – written & verbal</p> <p>Ability to problem solve</p> <p>Attention to detail & accuracy</p>
4. Motivation	<p>Able to maintain good relationships with Councillors, public and contractors.</p> <p>Self-reliant and self-motivated.</p>	Willingness to undertake training
5. Other	Able to demonstrate flexibility as required.	Driving licence, car owner and ability to travel (updating noticeboards circular route approx. 5 miles and banking receipts)

WARFIELD PARISH COUNCIL