

## JOB DESCRIPTION

### TITLE

Parish Administrator

### JOB PURPOSE

The Parish Administrator 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 Parish Administrator 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
- Administer casual hire hall bookings and liaising with regular hirers
- Preparing information for council meetings, including applicable planning documents
- Updating noticeboards, maintaining the Council's website, Facebook & Twitter posts
- Assisting with planning, marketing and supporting events
- Providing clerking support to some evening meetings
- 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 role is for 20 hours per week. The normal working hours of the Parish Administrator will be 9.00 am to 1.00 pm Monday to Friday. You may be asked to provide clerking duties at occasional evening meetings by agreement (for which you will be paid additional hours at the standard rate). This will be a permanent contract, based upon the National Joint Council for Local Authority Services Terms and Conditions. For qualifying staff you will have the opportunity to join a contributory work place pension scheme.

### SCALE

Scale 10: £8.115 per hour (this is subject to national pay review from April 2018)

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

Closing date for applications: Friday 19 January 2018

Application forms available from:

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

**PERSON SPECIFICATION**

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