



# **Warsop Parish Council**

## **Job Description**

### **Job Title – Administrative Assistant**

**Hours** - Permanent **8 hrs per week** usually Monday and Wednesday  
09:00 – 13:00.

**Location – The Parish Council Office**, Lifespring Church and Centre,  
Warsop Town Hall, Church St, Warsop - Office Based

**Salary** - NJC LC1 SCP 5-6 - £13:26 - £13:47 per hour, depending on  
qualifications and experience

### **Job Purpose And Overview**

1. To provide administrative support to the Parish Clerk and the Council.
2. To provide administrative support for Parish events.

### **General Duties and Responsibilities.**

1. The post-holder must always carry out their duties and responsibilities to comply with the policies, Standing Orders, Financial Regulations, Employee Code of Conduct, procedures and Constitution of the employer.
2. To work under the direction, and comply with the lawful instructions of the Council, in undertaking general administration duties.

### **Specific Responsibilities**

1. Word processing, database creation, emails, spreadsheet functions, filing etc.
2. To respond to telephone enquiries, correspondence and emails and dealing with personal callers to the Parish Council Office which will cover a wide subject range
3. To raise the corresponding invoices in relation to the business of the Parish Council
4. To attend the bank/Post Office to deposit cash and cheques
5. To assist the Clerk/RFO with receipts, invoices and payments recording and reconciling
6. To create and issue purchase orders
7. To monitor and maintain appropriate stocks of office consumables and supplies
8. To monitor, track and arrange maintenance/service renewals.
9. To assist with the preparation, photocopying and collation of agendas for meetings of the Council and its committees
10. To assist with reports and minutes
11. To assist with the administration of the Council's website and social media presence as advised by the Clerk and the Events & Liaison Coordinator
12. To provide administrative support to the Clerk and Events & Liaison Coordinator as required
13. To ensure paper and digital documents are filed promptly and filing systems are maintained appropriately

14. To provide appropriate assistance when the Clerk and Events and Liaison Coordinator are not in the office, in liaison with the Chair of the Parish Council. This would not extend to covering for holidays or other absences.
15. Under the guidance of the Clerk and Events and Liaison Coordinator, undertake preparation work for Parish events including the booking of entertainment etc and physical attendance at the events to deal with any issues that may arise.
16. To be proactive in spotting opportunities to make operational improvements
17. To ensure that all contact with the public is conducted in a helpful, courteous and respectful manner.
18. To produce work to a satisfactory standard in the time allowed.
19. To provide in a timely manner, evidence of attendance.
20. To report any defects with the Council's equipment, vehicles or property in a timely manner.
21. To undertake any training or instruction as required by the Council
22. Any other duties allocated by the Clerk that are consistent with the duties and responsibilities set out above

# Administrative Assistant

## Person Specification

Key Criteria	Essential	Desirable
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• High level of numeracy and literacy</li> <li>• GCSE in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification gained at further education</li> <li>• Local Government experience</li> </ul>
<b>Competences (Knowledge, abilities, skills, experience)</b>	<ul style="list-style-type: none"> <li>• Highly organised and methodical</li> <li>• Ability to work on own initiative and to deadlines</li> <li>• Ability to prioritise</li> <li>• Confident in ability to communicate effectively and appropriately with members of the public</li> <li>• Some experience of handling small amounts of cash and cheques</li> <li>• Good keyboard skills with experience of Microsoft Word and Excel</li> <li>• Ability to use Zoom software or similar</li> <li>• Experience of website and social media communication preferably in the context of a working environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of dealing and communicating effectively and appropriately with people from a variety of backgrounds, including members of the public and people from local groups and other organisations</li> <li>• Knowledge of accounting systems and invoicing</li> <li>• Experience of minute writing</li> <li>• Ability to research and identify relevant information and act on it in a timely way</li> <li>• Experience of community messaging to build presence via social media and other platforms</li> <li>• Experience of maintaining a purchase order system</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• A good listener</li> <li>• A friendly, approachable manner</li> <li>• A high degree of personal integrity, tact and sensitivity</li> <li>• Reliable Trustworthy</li> <li>• Commitment to delivery through a team-based approach</li> <li>• Willingness to work occasional evenings or weekends or public holiday in support of events and council meetings</li> </ul>	