



HORNDEAN PARISH COUNCIL

Administrative Assistant (Committee Support)

Part Time (16 hours per week)

Responsible to: Clerk (Proper Officer)

Job Description

OVERALL PURPOSE OF THE JOB:

To assist the Office Manager in providing administrative support services across the full range of the Council's business activities, with responsibility for the administration of committee meetings.

Principle Responsibilities and Duties

1. To support the Clerk (Proper Officer)/Office Manager in the administration of committee meetings, including the arrangement, preparation of agendas, attendance and production of minutes and reports relating to specific Committees of the Council. In particular the Planning and Public Services Committee. (Note: This will necessitate periodic attendance at evening meetings for which Time-off-in-lieu will be granted).
2. To provide a first point of contact for all Council Services.
3. To share responsibility for the booking of community halls, liaison with hirers and the caretaker ensuring that a smooth transaction takes place. To monitor both casual and block bookings and ensure that all individual public liabilities are kept up to date.
4. Production of Community Hall invoices, recording payments and deposits received.
5. To assist in the co-ordination of Parish Council public events, such as Remembrance Day, the annual Carol Service, together with additional public events that the council agrees to undertake.
6. Other responsibilities will include the normal office routine of filing, accounts, record keeping, telephone/reception and dealing with correspondence.
7. Ordering of Office Stationery and consumables for Community Halls.
8. To provide holiday/sickness cover for essential tasks undertaken by the other members of the office staff.
9. To carry out all duties in accordance with safe working practices, the health and safety guidelines of the Parish Council and the Health and Safety Executive and to undertake training where appropriate.

10. To represent the Parish Council in an appropriate manner on a day-to-day basis in all dealings with the general public.

General:

- (a) The hours of work for contractual purposes are 16 hours per week. Occasional evening and weekend working is a requirement of the job for which compensatory time-off will be given within the exigencies of the service and in line with Council policies.
- (b) To recognise and be aware of the requirements of the Health and Safety at Work Act as well as Fire and Safety regulations and ensure that these are observed and regularly carried out.
- (c) This job description is not, by definition, a comprehensive schedule of all tasks and duties that are required to be undertaken. Accordingly in addition to the duties specified the Administrative Assistant will also be required to undertake any other duties commensurate with the status of the post.
- (d) The Administrative Assistant will be required to pursue a programme of continuous professional development.