

# Sodbury Town Council

## Job Description - Administrative Assistant

**Job Grade:** SCP Range: 18 – 24

**Salary:** £12.98 - £14.42 per hour

**Contracted hours:** 14 hours per week to include occasional work on a Tuesday evening for Committee meetings

**Contracted days:** 3 days to include a Monday, Tuesday, Wednesday or Thursday

**Contract Type:** Part Time – Permanent with a 3 month probation period (which may be extended if appropriate)

**Responsible To:** Town Clerk

**Based at:** Sodbury Town Council Offices

**Car User:** Casual User Only

**Job Description:** Date: July 2021

**Enhance CRB Check:** Possibly for project work

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### Purpose of the Role

- The Administrative Assistant is a key role within Sodbury Town Council, often being the first point of contact for the public.
- To provide administrative support to the Clerk and Assistant Clerk, as well as councillors on a variety of administrative tasks and other projects.
- Full support will be available during the probationary period

### Meeting Support

- To undertake full Clerking responsibilities for two Council Committees (committees to be agreed with the Clerk) to include producing accurate minutes in a timely manner after meetings
- Work closely with the Clerk and Assistant Clerk regarding upcoming agenda items and to prepare draft agenda papers
- Ensure all pre-publicity of meetings is published for upcoming committee meetings in accordance with the Local Government Act 1972 Schedule 12

## **Council Business**

- To provide reliable and confidential administrative support to the Town Council
- To design and organise the Council newsletter as per the Council's criteria
- To provide support to the Clerk and Assistant Clerk at meetings where required
- To work with the Town Clerk in arranging new Councillor training
- To undertake one-off projects as directed by the Clerk or Assistant Clerk
- To work with the Town Clerk in regard to the administration of the community library
- To work with the Assistant Clerk in regard to the implementation and administration of the Summer Playscheme

## **General**

- To manage and maintain the Council's on-line presence including social media and website
- Assist in the maintaining of an effective filing system recording Council business in a recoverable format.
- To deal with enquiries from Members of the Public or Councillors or direct them to the respective officer as appropriate.
- To undertake training as required.
- To undertake any duties, commensurate with the level of the role, as directed by the Town Clerk and Assistant Clerk

## Person Specification – Administrative Officer

	Essential	Desirable	Identified By
<b>Educational Qualifications</b>			
GCSE Level 3 or above in English and maths	<input checked="" type="checkbox"/>		Application form
Relevant administration and IT qualifications/experience		<input checked="" type="checkbox"/>	Application form
<b>Work Experience</b>			
At least two years experience in an administration role	<input checked="" type="checkbox"/>		Application form
Experience of working in local government or a similar environment		<input checked="" type="checkbox"/>	Application form
Experience of working in an office environment	<input checked="" type="checkbox"/>		Application form and interview
ICT literate and competent user of various software packages	<input checked="" type="checkbox"/>		Application form and interview
Experience of minute taking – ability to take clear and accurate minutes of meetings		<input checked="" type="checkbox"/>	Application form and interview
<b>Skills and Knowledge</b>			
Good communication skills – fact to face, written and social media	<input checked="" type="checkbox"/>		Application form and interview
Good written skills – able to write general correspondence	<input checked="" type="checkbox"/>		Application form and interview
Understanding of GDPR		<input checked="" type="checkbox"/>	Application form and interview
Understanding of Health & Safety		<input checked="" type="checkbox"/>	Application form and interview
Understanding of risk management		<input checked="" type="checkbox"/>	Application form and interview
Knowledge of Sodbury and the surrounding area		<input checked="" type="checkbox"/>	Application form and interview
<b>Personal Attributes</b>			
Well organised and able to prioritise workload	<input checked="" type="checkbox"/>		Application form and interview
Able to work on own initiative and as part of a team	<input checked="" type="checkbox"/>		Application form and interview
Self-motivated and able to problem solve	<input checked="" type="checkbox"/>		Application form and interview
Committed to continuous development within the sector		<input checked="" type="checkbox"/>	Application form and interview
Ability to work flexibly, including attending evening meetings and occasional weekend events	<input checked="" type="checkbox"/>		Application form and interview