

Administration Assistant

Overall Responsibilities

To work closely with the Deputy Clerk, the Town Clerk and the Responsible Finance Officer and assist where necessary

Specific Responsibilities

To be first point of contact in the office for visiting members of the public

To answer the telephone

To open and distribute post received, and deal with outgoing mail

To respond to emails and circulate as required

To update the website and social media sites on a regular basis, including uploading minutes (public/press statements to be run past Mayor or Town Clerk and Deputy Clerk)

Oversee the running of Hungerford in Bloom competition and organise the floral display

To administer bookings for the community centres

To generate and update H & S Risk Assessments for events and employees – liaising with Town Clerk

Carry out basic H&S checks and keep records and COSHH list up to date

Arrange booking of required H&S checks as listed in the Annual Procedure document

Meet with the Health & Safety Consultant annually – in liaison with Town Clerk

Complete monthly timesheet and submit to the RFO by 15th of the month

To issue purchase orders for goods and services properly authorised by the council to be paid by the Council and pay in cheques and cash received

To help with invitations to civic events, organise and purchase refreshments and transport to venue *

To set up tables, chairs and lay tablecloths for Full Council meetings and events *

To request, receive, and arrange acceptance of quotations for goods and services required by the council including ordering stationery

To work co-operatively with The Town Clerk to maintain high office standards and responsiveness to the public

To assist where needed to produce and distribute minutes and agendas (only in the absence of the Clerk and Deputy Clerk)

To record purchases made using the credit card in the order book excel document and reconcile

Maintain councillor attendance document and update on the website at the end of each month.

To extract recordings from the CCTV when required and forward to the police on request

Grade/Salary Range Scale LC2 Spinal Column Grade 5-6

20 hours a week. (To be over 4 days ideally 9am to 2pm but flexible to include a few civic events)

*A level of physical fitness is required to carry shopping/move equipment. Use of car is an advantage