



DATCHET PARISH COUNCIL

JOB DESCRIPTION

Job Title: Administration Clerk

The Council is looking for a professional administrative clerk to play a significant role in ensuring that the Council runs smoothly.

The Position is part time, 18 hours per week, on a Monday, Wednesday and Friday, 9.00am to 15.45pm in the Parish Office, including 45 minutes lunch break. Attendance is also required at a minimum of 12 evening meetings per year normally held on the second Monday of the month in Datchet village Hall 19:00 to 21:00pm, for which time off in lieu will be given.

The Salary is based on the NALC national salary scales, starting SCP point 18- £25,419 per annum, depending on qualifications and experience, and rising to SCP point 23 - £28, 226 per annum. Pro-rata for 18 hours per week.

Key requirements. Good and accurate literacy, numeracy and administrative skills with knowledge of Word and Excel being essential. The ability to set up and manage video communications / meetings.

The ability to analysis information to solve general queries. Competent in managing certain parts of the Council Website with good general IT Skills. The post holder may also be required to provide cover for the Finance Assistant, and training will be given on the council's computerised finance package.

The main duties and responsibilities will cover a wide range of administrative and clerical tasks, including the following: -

- Managing the Councils general correspondence, including being the first point of contact for all enquiries by telephone, email, post and in person.
- Updating the village notice boards and the Councils web site with current information including putting up the monthly summons and agenda for council meetings.
- Maintaining and updating the filing system
- Scheduling appointments and meetings
- Operating and maintaining office equipment like printers and replenishing supplies
- Preparing and proofreading office documents, such as council minutes, agendas, memos and reports, and distributing these as necessary
- Producing the monthly planning addendum sheet for circulation to all councillors.
- Assisting with accountancy and finance tasks
- Liaise with the F.A. over the football fixtures list and make any arrangements required.
- Taking enquiries from the public and undertakers about the Parish Cemetery and assist in providing information about existing and new burial plots.
- To assist with the organisation of various village events.

Training

The post holder is responsible for keeping their own training needs under review and bringing any training requirements to the attention of the Council.

Health and Safety

The post-holder will take reasonable care for the health and safety of themselves and of other persons who may be affected by their activities, in accordance with the provisions of Health and Safety legislation. The post holder will exercise proper care in handling, operating and safeguarding any equipment or appliances provided and issued by the Parish Council or provided or issued by a third party for individual or collective use in the performance of their duties.

Equal Opportunities

The post holder will uphold the Parish Council's Equal Opportunities practices thereby promoting fair and quality service for all.

Customer Care

The post holder will deliver all the Council's services in a way which is sensitive and responsive to those receiving such services.
