



DATCHET PARISH COUNCIL

Job Description – Assistant Clerk

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 allowance for breaks and lunch. 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 18:30 to 21:30pm, for which time off in lieu will be given.

The Salary is based on the NALC national salary scales, starting SCP point 18 - £24,982 per annum, depending on qualifications and experience, and rising to SCP point 23 - £27,741 per annum. Pro-rata for 18 hours per week.

Overall Responsibilities

The Assistant Clerk will support the Clerk in delivering the proper administration of the Council and therefore a general knowledge of local Government procedures, financial, and administration is desired along with good communication and IT skills. Experience relating to the management of project work and updating websites will be an advantage. Training will be offered to the person in the role to become qualified in local council administration.

The post holder will also be the first point of contact for all enquiries by telephone, email or in person. Day to day duties will involve the typing up of council minutes, letters, reports, and agendas. Knowledge of Word and Excel are essential along with the ability to set up and manage video communications / meetings. 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.

Key Tasks

1. To assist the Parish Clerk in ensuring that the statutory and other provisions governing or affecting the running of the Council are observed.
2. To update the Councils village notice boards with current information including putting up the monthly summons and agenda for council meetings.
3. To receive correspondence and documents on behalf of the Council and, under the direction of the Parish Clerk, or if absent under the direction of a designated councillor, to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of, the Council.
4. Working under the guidance of the Parish Clerk to deal with problems/issues raised by the partners/public and Councillors, over the telephone, through correspondence or at the office
5. To assist to prepare agendas for all meetings of the Parish Council and to attend Council meetings and take minutes if needed.

6. To write up and support the production of the minutes of Council meetings in accordance with the Councils Standing Orders and assist in implementing recommendations and resolutions.
7. To be involved in updating and develop all aspects of the Parish Council website, specifically the pages relating to planning applications and news items.
8. To produce the monthly planning addendum sheet for circulation to all councillors. To timescales in accordance with the Councils Standing Orders.
9. To take enquiries relating to the hire of the Council owned football pitches and liaise with the F.A. over the fixtures list and any arrangements required.
10. To take enquiries from the public and undertakers about the Parish Cemetery and assist in providing information about existing and new burial plots. To assist the Parish Clerk in the administration of funerals, when required to do so.
11. To be involved with the Parish Clerk and Councillors in producing press releases and photos in order to promote the Council and maintain a high public profile.
12. Accurate record keeping, filing and administration
13. To assist the Parish Clerk with the organisation of and attendance at various events.
14. To attend call-outs, visit premises, open spaces and receive deliveries, as required.
15. To attend work related training courses or seminars as required by the Council.
16. To assist the Parish Clerk in ensuring that the Council's obligations in respect to Health and Safety and Risk Assessment are observed.
17. To undertake such other duties as may be required from time to time commensurate with the level of the post.

General Duties and Responsibilities

Training. The post holder will keep up to date, so far as is necessary for the efficient executing of the job, with new legislation, procedures and techniques. The post holder is responsible for keeping his/her own training needs under review and bringing any training requirements to the attention of the Clerk.

Health and Safety. The post-holder will take reasonable care for the health and safety of herself /himself and of other persons who may be affected by her/his activities and where appropriate safeguarding the health and safety of all persons under her/his control and guidance 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 her/his 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 services in a way which is sensitive and responsive to those receiving such services.
