

JOB DESCRIPTION

TITLE

Administrative Assistant to the Council

THE PARISH

Situated to the west of Reading, Tilehurst Parish extends from the A4 in the south to a few metres short of the A329 in the north. The Reading boundary forms the eastern border whilst its western border follows the line of the Sulham escarpment.

Tilehurst Parish Council serves a population of approximately 14,500, with an electorate of approximately 11,100, and covers an area of 11 square miles.

JOB PURPOSE

The Administrative Assistant supports the Parish Clerk to carry out the functions of the Parish Council to secure its aims and objectives, working with the Clerk to ensure that the statutory and other provisions governing or affecting the running of the Council are observed. This includes supporting the Clerk to produce information required for making decisions, taking and production of minutes at the monthly Full Council meeting, assisting to implement decisions, updating the Council website and working with other organisations to ensure that the needs of the Parish are being adequately met. They will also be required to provide holiday cover for one other member of staff.

LOCATION

The Administrative Assistant will be based at the Parish Council Office at the Calcot Centre, High View, Calcot RG31 4XD.

Under current covid-19 restrictions, the successful candidate may be required to work from home and must be able to attend virtual meetings .

THE SPECIFIC DUTIES OF THE ADMINISTRATIVE ASSISTANT SHALL INCLUDE BUT NOT BE LIMITED TO:

- To work under the supervision of the Clerk on the full range of tasks required by the Council and to deputise for the clerk in their absence
- To cover another colleague's duties during periods of absence when required
- To work in accordance with the Council's health and safety policy and to ensure that its obligations for Risk Assessment are met
- To obtain quotes and place orders for supplies and works as instructed by the Clerk
- To monitor the Council's website and update as necessary
- To keep the Parish Council's noticeboards up to date as required
- To assist in the production of planning information for monthly Full Council meetings
- The taking and production of minutes at monthly evening Full Council meetings
- Deal with problems/issues raised by members of the public or Councillors, over the telephone, through correspondence or at the office
- To visit premises, open spaces and meet with Council Contractors, as directed by the Clerk
- To receive and deal with correspondence and documents and to liaise with members of the public on behalf of the Council
- Maintaining the Parish Council's finances on a day to day basis including purchase ledger and banking
- To attend training courses or seminars on the work and role of the administrative officer as required by the Council
- Maintaining very close communication with the Clerk. Keeping the Clerk informed of matters of concern to the Parish Council
- Creation and management of fixed asset register

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THE SUCCESSFUL CANDIDATE IS LIKELY TO HAVE THE FOLLOWING ATTRIBUTES:

- Strong administrative and organisational skills
- Working knowledge of Word and Excel, and sales and purchase ledger, although full training will be given
- Good attention to details
- Ability to stay calm under pressure
- Ability to work with colleagues and members of the public at all levels
- A flexible, methodical and thorough approach to day-to-day duties
- Good at prioritising tasks and working on own initiative

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

CONTRACT

The role is for 30 hours per week. This will be a permanent contract, based upon the National Joint Council for Local Authority Services Terms and Conditions. For qualifying staff, there will be the opportunity to join a contributory work place pension scheme.

SCALE

Salary range - £20,000 to £21,750 per annum, pro-rata, dependent upon skills/experience

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PERSON SPECIFICATION

Administrative Assistant		
	Essential	Desirable
1. Educational qualifications	GCSEs or equivalent in Maths and English	5 GCSEs or equivalent
2. Work Experience	Administrative experience in an office or other workplace	Work experience in a Parish Council, or other Local Authority
3. Skills/ knowledge and aptitude	<ul style="list-style-type: none"> • Ability to meet deadlines and prioritise workload • Ability to develop and maintain good working relationships • Meet difficult situations with a calm and mature attitude and find solutions to unexpected problems • Proficient in use of Microsoft Office, the internet etc • High level of accuracy and attention to detail • Effective communication skills, both written and verbal, with people at all levels • Attend meeting and produce accurate, succinct minutes 	<ul style="list-style-type: none"> • Experience of maintaining websites • Experience in the effective use of social media accounts • Knowledge of Local Councils
4. Numeracy and Literacy	<ul style="list-style-type: none"> • Good standard of numeracy and literacy 	Simple accounting experience.
5. Motivation	<ul style="list-style-type: none"> • Ability to maintain good relationships with Councillors, the public and contractors. • Self-reliant and self-motivated 	Willingness to undertake training
6. Personal qualities	<ul style="list-style-type: none"> • Willing to develop knowledge/skills • Work on own initiative, independently, and in a team. • Produce work of a high standard and strive to improve the quality of services • Adapt to new circumstances and the changing needs of the Council. • Maintain confidentiality at all times. 	

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	<ul style="list-style-type: none">• Committed to anti-discriminatory practice• Values diversity and difference• Operates with integrity and honesty• Open to new ideas and projects and concepts• Enthusiasm for working with the community	
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