**Woburn Sands Town Council**

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| **Job Description** |
| Post title: | Clerical Assistant |
| Responsible to: | The Clerk of the Council |
| Location | Town Council Office, The Memorial Hall, Woburn Sands |
| Hours of Work: | 15 hours per week Monday - Friday |
| Pay Scale | SCP 12 £11.50 per hour |
| Purpose of post: | The Clerical Assistant supports the Town Clerk to carry out the functions of the Town Council, including managing hall bookings with administration of booking forms, invoicing, payments and key deposits. |
| Date  | February 2021 |

**Key Responsibilities and Duties**

**Duties:**

1. Work with and as directed by the Clerk to gain an understanding and knowledge of the work undertaken by the Council.

2. Implement the Council’s health and safety policy

3. General office administration including answering the telephone in a professional manner, providing general information and taking messages as appropriate, to attend to the post and emails.

4. Liaise politely and efficiently with members of the public, contractors and Councillors.

5. If required attend meetings of the Council, its committees and working parties and prepare agendas and minutes for the meetings if required.

6. Check the Council website daily and update as requested by the Clerk.

7. Marketing for the Council such as posters, flyers etc.

8. To handle bookings for the halls in accordance with the conditions of hire, to handle invoicing, collection of payments, prepare agendas, attend, and take minutes for halls meetings, ensuring all relevant inspections and tests are carried out and liaising with the cleaning contractor to order cleaning materials.

9. To receive and deal with correspondence and documents and to liaise with the public on behalf of the Council.

10. Taking minutes of meetings when the Clerk is unable to attend

11. Obtain quotes and place orders for supplies and works as instructed by the Clerk.

12. Keep the Town Council noticeboards up to date as required.

13. To oversee the ticket sales and banking for the monthly over 60’s outings.

14. To undertake tasks and actions as delegated by the Clerk and attend any events of the Council, which may be out of normal office hours, if required.

15. To cover other duties during the colleagues absence as and when required.

16. Undertake any other duties appropriate to the post as required.

17. To attend training courses or seminars on the work and role of the Admin Assistant as required by the Council.

*(18. Option to be Clerk of the Trustees to the George Wells Charity*

*3 meetings per year at a separate salary.)*