



## St Dennis Parish Council Job Description and Person specification Administrative Assistant

<b>Job Title:</b>	Administrative Assistant
<b>Salary Range:</b>	Between SPC2 and SCP5 £11.62 – 12.21 per hour, depending on experience.
<b>Hours:</b>	12 hours per week
<b>Base:</b>	St Dennis Parish Council Office
<b>Responsible to:</b>	The Clerk, Senior Office Administrator, Chair and Vice Chair of the Parish Council, and the Chair Vice Chair of the Staffing Committee
<b>Direct Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships: Internal/External</b>	<p><u>Internal:</u> The clerk, the Senior Office Administrator, the Chair, Vice Chair and all Councillors, other staff members</p> <p><u>External:</u> Cornwall Council, other organisation representatives, suppliers, general public, external support agencies, contractors</p>

### Main Purpose of Job:

To support the Parish Clerk, the Senior Office Administrator, and the Council by undertaking all such duties as are deemed necessary for the proper and effective operation of the Council.

The main purpose of the job is to provide the full range of administrative support as would normally be expected in a small office. Duties will often need to be shared and leave, sickness and other absences will require mutual/flexible cover and substitution of responsibilities from time-to-time.

A full clean driving licence and your own transport are essential.

### Main Duties and Responsibilities:

- To assist in the organisation and arrangements for meetings, including organising venues/refreshments, and contacting individuals regarding arrangements for meetings.
- To manage the training records of staff and Councillors, reporting to the clerk any training needs that may require updating.
- To be responsible for the maintenance of electronic and manual records, reports and statistics as required. To ensure such records up to date and kept in accordance with Data Protection legislative requirements and to participate in maintaining back-up systems.
- To liaise with various suppliers and contractors in obtaining quotes for work or supplies required.
- To manage the Parish Council's social media accounts, producing news articles, marketing, publications/presentations, for the website, and associated social media pages. To produce a monthly Parish Council newsletter for publication locally.
- To support the Parish Council in wider administrative function by receiving correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the clerk or the Senior Office Administrator. To issue correspondence as a result of instructions of or the known policy of the Council.
- To ensure the provision of administrative support in respect of, daily diaries, burials, incident reporting, staff



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sickness, post book, petty cash book, Parish Council events.

- To Assist with the management of the Educational Bursary Scheme receiving and reviewing applications, seeking further information when required, liaising with applicants, course providers and the Senior Office Administrator.
- Assisting the senior administrator with stock control. Stationery levels, filing, photocopying and the maintenance of equipment.
- To obtain quotations for work being undertaken by the council.
- Assist the Parish Clerk in ensuring the legal, statutory, and other provisions governing or affecting the running of the Parish Council are met.

Please note this is not an exhaustive list of duties within this role and can be subject to changes when required.

### General/Other:

- To meet and greet visitors in line with the Parish Council's procedure and receive and prioritise incoming telephone calls and deal with them appropriately.
- To provide a professional and confidential administrative service for the Parish Council including processing of correspondence, reports, publications, and other documents as required.
- To undertake and apply any training provided and maintain a forward-looking list of appropriate training.
- To be responsible for your own continuing self-development and attend meetings as appropriate.
- To ensure that the Parish Council's needs are prioritised and to always have a clear sight of how this role impacts on the Parish Council and members of the public.
- To act as a Parish Council team member and provide support and cover for other staff where needs arise.
- To be aware of and adhere to all Parish Council policies and procedures.
- To undertake other duties appropriate to the post as required
- To act as a representative of the Parish Council as and when required



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Person Specification:	Essential	Desirable	Recruiting method
<b>Education and Training</b>	<p>GCSE's or equivalent to include Maths &amp; English at a C grade or above.</p> <p>Willingness to undertake training.</p>	<p>A-level or equivalent qualifications.</p> <p>Typing and word processing certificates</p>	Application
<b>Skills and Experience</b>	<p>Minimum 2 years office experience.</p> <p>Good standard of practical knowledge, skills, and experience of working in an office environment</p> <p>The ability to communicate effectively with a broad audience via a range of different mediums.</p> <p>Ability to prioritise, multitask and work quickly and accurately.</p>	<p>Experience of working within local authority office or similar environment</p>	Application/Interview/Assessment
<b>Skills, Knowledge, and abilities</b>	<p>Helpful positive with a can-do attitude</p> <p>A practical working knowledge of IT software applications, inclusive of Word, Excel and PowerPoint.</p> <p>Able to work well as part of a team and independently.</p> <p>Good communication skills</p> <p>Strong organisational skills</p> <p>Able to always maintain confidentiality.</p>	<p>Presentation skills</p> <p>Minute taking skills.</p> <p>Previous experience in diary management and procurement.</p> <p>Commitment to self-development.</p>	Application/Interview/Assessment



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	<p>High level of accuracy and attention to detail</p> <p>Willingness to undertake training and development as appropriate to the role.</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of vulnerable adults, children, and young people.</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities.</p>		
<b>Other</b>	<p>Willingness to work evenings when required.</p> <p>Full driving licence</p> <p>Experience in Local Council Administration</p>		Application/Interview/Assessment
<b>Behaviours and Values</b>			Application/Interview/Assessment

### Special Conditions related to the post

*The Parish Council is committed to safeguarding, promoting the welfare of the residents of the Parish of St Dennis and to ensuring a culture of valuing diversity, ensuring equality of opportunities.*

Successful applicants will need to undertake the following before commencing employment:

Receipt of two satisfactory employer references one of which must be from your current or most recent employer.

Satisfactory verification of relevant qualifications

Satisfactory health check

All new employees will be required to undertake mandatory training required by the Parish Council and completion of a Disclosure & Barring Service (DBS) Certificate with barred list information.



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<b>How to apply:</b>	To download an application pack please visit: <a href="http://www.stdennisparishcouncil.org.uk">www.stdennisparishcouncil.org.uk</a> .  Please complete an application form in full and return to: <a href="mailto:clerk@stdennisparishcouncil.org.uk">clerk@stdennisparishcouncil.org.uk</a> or by post to the address below.
<b>Contact details:</b>	Address: The Parish Council Office, Claytawc Building, Fore Street, St Dennis, PL26 8AF. Tel: 01726 821700 E-mail: <a href="mailto:clerk@stdennisparishcouncil.org.uk">clerk@stdennisparishcouncil.org.uk</a>
<b>Closing date:</b>	Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.

To find out further information please visit the Parish Council website at [www.stdennisparishcouncil.org.uk](http://www.stdennisparishcouncil.org.uk)