



St Dennis Parish Council Job Description and Person specification Office Administrator

Job Title:	Administrator
Salary Range:	Dependant on age and experience
Hours:	To be agreed outlined as 16 hours per week covering 5 mornings
Base:	St Dennis Parish Council Office
Responsible to:	The Clerk, Chairman and Vice Chair of the Parish Council, Staffing Committee
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External	<u>Internal:</u> The clerk, all Councillors, other staff members <u>External:</u> Cornwall Council, other organisation representatives, suppliers, general public, external support agencies

Main Purpose of Job:
<p>To support the Parish Clerk and the Council by undertaking all such duties as are deemed necessary for the proper and effective operation of the Council.</p> <p>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.</p>

Main Duties and Responsibilities:
<ul style="list-style-type: none"> • To assist in the organisation and arrangements for meetings, including circulating agendas and minutes, organising venues/refreshments and contacting individuals with regard to arrangements for meetings. • To receive and review all planning applications, arrange meetings as and when necessary, convey comments and view of the Council to Cornwall Council Planning Department, and management of all records associated with planning decisions. • To receive and report on invoices for goods and services to be paid for by the Council. • To monitor the implemented policies of the Council, reviewing and maintaining a register of such policies and in conjunction with the clerk suggest appropriate modifications. • 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 by the Parish Council /or other third parties. 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 investigate and apply for funding for projects identified by the parish Council and to liaise with various suppliers and contractors in obtaining quotes for work or supplies required. • To study reports and other data activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council. • To manage the Parish Council's website and 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.



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- 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 Council. To issue correspondence as a result of instructions of or the known policy of the Council. Assessing stock control and stationery, filing, photocopying, maintaining office equipment.
- To ensure the provision of administrative support in respect of, daily diaries, burials, incident reporting, staff 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 Education Bursary Committee.
- To assist in the management and maintenance of all land and assets under the control of the Parish Council, ensuring that obligations for risk assessment are properly met and health and safety requirements are adhered to.
- Assist the Parish Clerk in ensuring the legal, statutory and other provisions governing or affecting the running of the Parish Council are met.

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 word 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 assist in the management and maintenance of the Cemetery.
- To ensure that the Parish Council's needs are prioritised and to have a clear sight of how this role impacts on the Parish Council and members of the public at all times.
- To act as a Parish Council team member and provide support and cover for other staff where needs arise inclusive of occasional evening meetings.
- 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
Education and Training	<p>GCSE's or equivalent to include Maths & English at a C grade or above</p> <p>NVQ in business administration or equivalent experience</p>	<p>Admin or IT related qualifications at level 3</p> <p>Typing and word processing certificates</p>	Application
Skills and Experience	<p>2 years recent office experience.</p> <p>Good standard of practical knowledge, skills and experience of working in an office environment</p> <p>A practical working knowledge IT applications, inclusive of word, excel and powerpoint</p> <p>Excellent customer service and communication skills</p>	<p>Experience of working within local authority office or similar environment</p> <p>Experience / knowledge of computerised accounting packages</p>	Application/Interview/Assessment
Specialist Knowledge and Skills	<p>Good typing and word processing skill</p> <p>Good oral & written skills</p> <p>Strong organisational skills</p> <p>High level of accuracy and attention to detail</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of vulnerable adults, children and young people</p>	Minute-taking skills	Application/Interview/Assessment



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	Demonstrates an awareness, understanding and commitment to equal opportunities		
Other	Willingness to work evenings when required	Full driving license	Application/Interview/Assessment
Behaviours and Values			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.

How to apply:	To download an application pack please visit: www.stdennisparishcouncil.org.uk Please complete an application form in full and return to: clerk@stdennisparishcouncil.org.uk or by post to the address below.
Contact details:	Address: The Parish Council Office, Claytawc Building, Fore Street, St Dennis, PL26 8AF. Tel: 01726 821700 E-mail: clerk@stdennisparishcouncil.org.uk
Closing date:	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