

TILEHURST PARISH COUNCIL
JOB DESCRIPTION

TITLE

Administration Assistant

JOB PURPOSE

The Administration Assistant will perform a wide range of administrative and office support activities for the Clerk and Councillors to facilitate the efficient operation of the Parish Council.

LOCATION

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

DUTIES WILL INCLUDE:

- Reception duties including dealing with enquiries and issues arising from the public
- Administrative support to the Clerk & Councillors, including supporting the day-to-day running of the office
- Administer casual hire hall bookings and liaising with regular hirers
- Preparing planning information for council meetings
- Taking minutes at some evening meetings
- Ad hoc administrative duties

THE SUCCESSFUL CANDIDATE IS LIKELY TO HAVE THE FOLLOWING ATTRIBUTES:

- Administrative skills
- IT skills, particularly Word & Excel
- Minute taking experience
- Customer facing skills
- A flexible approach to day-to-day duties
- UK driving licence & own transport

CONTRACT

The role is for 15 hours per week. You may be asked to take the minutes at occasional evening meetings by agreement (for which you will be paid additional hours at the standard rate). This will be a permanent contract, based upon the National Joint Council for Local Authority Services Terms and Conditions. For qualifying staff you will have the opportunity to join a contributory work place pension scheme.

SCALE

SCP 18: £9.81 per hour (£18,870 pro-rata – actual £7,650.00)

This is an interesting and varied role and a great opportunity to be involved in the local community.

Closing date for applications: **Friday 18 May 2018**

Application forms available from www.tilehurstpc.co.uk or

The Clerk, Tilehurst Parish Council, Parish Office, High View, Calcot, RG31 4XD

clerk@tilehurstpc.co.uk or 0118 9418833

TILEHURST PARISH COUNCIL

PERSON SPECIFICATION

Administrative Assistant		
	Essential	Preferred
1. Educational qualifications	GCSEs or equivalent in Maths and English	5 GCSEs or equivalent
2. Work Experience	Ability to deal with the public	Customer service orientation
3. Skills/ knowledge and aptitude	IT skills and knowledge of MS software Attention to detail & accuracy Communication skills - written & verbal	Ability to problem solve Knowledge of local councils
4. Motivation	Able to maintain good relationships with Councillors, public and contractors. Self-reliant and self-motivated.	Willingness to undertake training
5. Other	Able to demonstrate flexibility as required. Willingness to attend occasional evening meetings and parish events (outside of normal working hours) Driving licence, car owner	

April 2018