

Job Description
Reception/Admin Assistant
SCP 1 – 4 £17,842 - £18,933 pro rata

Thursday/Friday/Monday 9.15am – 4.15 pm

Responsible to: Town Clerk

Reporting to: Town Clerk (Marketing & Communications Officer when in post)

Main Responsibilities

Reception

To perform front of house reception duties; answer in person, telephone/switchboard and email enquiries; greet visitors and ensure they are signed in; and ensure messages are passed to the Town Clerk and other members of staff in a timely manner.

IT & General Admin

- Routine correspondence as requested by the Town Clerk or Senior Officer
- To receive the post and enter all items on the post log and distribute to the Town Clerk and other officers on a daily basis
- To maintain and update the council filing index and archive system and undertake general filing and retrieval duties
- To compile financial quotes, as directed, for committees and projects and provide information for the Town Clerk and other Committee Officers
- To ensure a weekly backup of T drive is saved to an external hard drive and provided to the Town Clerk for off site storage.
- To monitor levels of Stationery and cleaning materials and compile orders as necessary
- To digitally back up paper files such as cemetery records, deed packets, contracts at quarterly intervals, or as required
- To keep digital photographic records of council events for use in websites and newsletters as directed by the Town Clerk.
- To update the website in line with established procedure and protocols
- To update the civic database
- To prepare a draft Councillor Diary Sheet (Weekly)
- To maintain a scrap book of local newspaper cuttings
- To produce promotional materials such as posters for civic events etc and material for public consultations
- Note taking at Working Groups and other meetings as necessary
- To produce permits for Entertainment Square as directed by the Town Clerk or Senior Admin Assistant
- To monitor weekly and update the online Town Clerk's Calendar
- To prepare the quarterly DLF monitoring reports

- Annually contact outside organisations to establish contact details still up to date and that a Town Council Representative is still required to attend meetings.
- To receive and liaise with the Mayor and RSVP to civic invites, arrange times for the Mayoral chain to be collected and returned and request photographs from events attended.

H&S

- To undertake fire warden duties
- To administer the H&S calendar to ensure that certificates and records are up to date

Assisting with Meetings

To assist Committee Officers with preparation of agendas, update the website with agendas and minutes, and carry out minuted actions for working groups and provide cover for Committees, and any other meetings as required Ensure timely production of committee papers in accordance with legal requirements, and specifically:

- Collate, annotate and number draft agenda with reports and papers as agreed with the town clerk
- Print agenda to comply with open and confidential papers protocols
- Distribute agendas to members to arrive three clear working days before the meeting; and distribute agendas without confidential papers to press, Shropshire Councillors & Ludlow Library

Pre-meeting

Ensure all speakers have been notified and have received an agenda in advance of the meeting day.

Collate papers to be tabled and ensure adequate copies are available for Town Clerk and members.

Set up IT and audio visual equipment on the day ready for the meeting.

Civic Events

Assist in the organising of Civic Events, including preparation of invites promotional materials and attending the events as required in accordance with the Councils protocols

Any other reasonable duties, as required by the Town Clerk, commensurate with the grade.

Hours: 19½ per week – some evenings and weekend working will be required

Admin Assistant

Person Specification

Applicants for this post should have:-

- Excellent IT Skills including word, excel and publisher
- Excellent communication skills
- Proven ability to work to tight deadlines
- Able to demonstrate a professional and friendly manner
- Proven flexible approach to duties
- Excellent time management and organisational skills
- Proven ability to work in a busy office environment
- 5 GCSE's or equivalent – grades A-C

Desirable:-

- Experience of working in Local Government
- Experience of organising events and meetings
- Understanding of health and safety at work