

ATHERSTONE TOWN COUNCIL

JOB DESCRIPTION

Job Title: Temporary Casual Employee
Responsible to: Deputy Clerk (DC)
Responsible for: General Administrative and Office Duties

Job Purpose

1. To support the Deputy Clerk in covering general administration of Atherstone Town Council (under supervision or with training as required)
2. Hours – 10 -18 hours a week as required on a flexible basis Monday – Friday.
3. Timescale – July and August 2023.

Duties and Responsibilities to include:

1. Answering the telephone- logging enquiries to pass to DC or actioning directly. Following up on Answer phone messages.
2. Collect post each day from sorting office and date stamp receipt. Pass to DC for actioning. Take post each day including any special post parcels. Record on postage / stamp record.
3. Receive any deliveries for ATC to NWBC office. Collect from post room.
4. Make small purchases from Petty Cash as required. (Arcade cleaning products etc)
5. Collect Market Rent (if working on a Friday).
6. Collect Arcade Rent – the one unit who pays cash.
7. Prepare any paying in sheets for Cash and cheques. Paying in cash and cheques over Post Office Counter – receipts to be checked by DC.
8. Issue receipts by post for any payments made by post.
9. Respond to some emails (under some supervision) For example grave enquiries – Family History searches etc.
10. Website and Facebook management (under some supervision)
11. Keep noticeboard tidy and up to date on the Market Square. Put up Statutory notices and Community posters etc.
12. Assist with Mayor's Diary (under some supervision)
13. Allotments: add people to the waiting list. Take in person rents and issue receipts. Annual Awards help prepare certificates and trophies for winners. Write letters to winners (under some supervision)
14. Write press release (under some supervision)
15. Newsletter – if time produce a late summer / autumn newsletter.

16. Cemetery – Family history searches, grave locations, checking ownerships. Prepare information for DC to re-register grave ownerships or book funerals.
17. Ordering stationery – under some supervision
18. Tidy up of NWBC office including archiving more paperwork / files to arcade.
19. Reacting to day-to-day issues that require local errands run – photographs take for DC to follow up if necessary. For example play area issues etc.
20. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.