

ATHERSTONE TOWN COUNCIL

JOB DESCRIPTION

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

Wage scale: Local Government SCP5 (£13.26/hr)

Job Purpose

1. To support the Clerks to the Council in covering general administration of Atherstone Town Council (under supervision or with training as required).
2. Hours – 18 hours per week as required on a flexible basis Monday to Friday.
3. Timescale – 6 months initial contract with possible progression to a permanent role, candidate to start in October 2025 or as soon as possible afterwards.

Duties and Responsibilities to include:

1. Answering the telephone- logging enquiries to pass to Clerks or actioning directly. Following up on Answer phone messages.
2. Collect post each day from sorting office and date stamp receipt. Pass to Clerks 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 – unit(s) who pay in 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 Clerks.
8. Issue receipts by post for any payments made by post.
9. Respond to some emails (under some supervision) e.g. 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 to help prepare certificates, letters and trophies for winners (under some supervision).

14. Write press releases (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 Clerks 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 Clerks to follow up if necessary, e.g. 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.