



CULLOMPTON TOWN COUNCIL

Job Description

Post Details	
Job Title	Admin Assistant
Grade/Salary Scale	SCP 5-9
Salary per Annum	£23,500- £25,119 pro rata
Hours of Work	25-37 negotiable
Reporting to:	Town Clerk

Job Purpose
To provide admin support to the Town Council

Duties and Responsibilities – Key Service and Operational
Supporting and assisting the Town Clerk and Deputy Town Clerk in specific administrative tasks / projects
To undertake the preparation of documents using word processing and spreadsheets including letters, spreadsheets reports and forms
Draft letters and other items of correspondence
Covering reception and answering telephone enquiries
Undertake research to assist with the preparation of reports
Prepare meeting agendas
Draft minutes / notes of meetings
Attend meetings of the council and its committees, if requested.
Assisting with all aspects of administration including associated correspondence and administrative actions.
Maintaining the Council records and administration
Aiding with the organisation of events
Posting information on the Town Council's website
Posting Town Council information on social media



Duties and Responsibilities – Health and Safety

Ensure adherence to all aspects of Health and Safety legislation as relevant to the role

Learn about the Town Council's health and Safety policy and procedures and at all times comply with them

Duties and Responsibilities – General

Dealing with members of the public in a responsive and sensitive manner that promotes a positive image of the Town Council

Liaise and work with other colleagues; helping others in covering holiday periods, sickness, and any other situation where a contingency is required

Be an active participant in staff and team meetings

Maintain and develop personal skills, knowledge and expertise related to the role

Become familiar with relevant Town Council policies and working practices and adhere to them, including those relating to health and safety, discrimination and equalities.

Undertake training as agreed with the Town Clerk

Date Produced/Last Amendment

01/07/2024

Employee Signature

Print Name:

Date:

This job description represents a statement of the duties of the post but does not include or define all the tasks which the post holder may be required to carry out. The post holder may be required to carry out other reasonable duties appropriate within the role.