

SUNNINGHILL AND ASCOT PARISH COUNCIL

Administrative Assistant

Job Description

Reporting to: Clerk to the Council

Key Qualities

- Have a welcoming manner towards the public;
- Be community minded;
- Be outward facing with a desire for community engagement;
- Have an excellent phone manner;
- Be computer literate, with good working knowledge of Microsoft Word, Excel & Powerpoint;
- Have good communications and presentation skills; both written and verbal;
- Be able to establish good interpersonal skills within the staff team and with councillors;
- Have an organised, flexible and proactive approach;
- Have experience of working under pressure and to deadlines.

Duties:

- Reporting to the Parish Clerk, assist with the administration of the Council and the running of the Parish Office;
- Be the first point of contact for public enquiries – telephone & email;
- General office support including day to day administrative tasks, handling inward and outward mail, ensuring records and filing systems are kept orderly and up-to-date; ordering stationery, etc.
- Take bookings for the tennis courts and the pavilion and send reminders for fees due;
- In collaboration with the Assistant Clerk, take full involvement in parish events administration, eg stall bookings, marketing, etc;
- Attend parish event meetings where necessary and take adequate notes;
- Assist the Assistant Clerk, where necessary, with cemetery administration;
- Any other duties which may become necessary from time to time.

This is a description of the duties and responsibilities at the present time, however this is not an exhaustive list and other duties may be required in line with the current and future needs of the parish council.

Contract

Part-time permanent contract (16 hours per week). Subject to NJC for Local Authority Services Terms and Conditions.

Clerk to the Council
August 2021