

AXMINSTER TOWN COUNCIL

POST OF ADMINISTRATIVE ASSISTANT – PERMANENT PART-TIME (6 HOURS PER WEEK)

Job Description

Job Summary

To provide administrative and clerical support to the Town Clerk and the Deputy Town Clerk.

Details of Duties

1. To be responsible for staffing the front desk and dealing with personal and telephone enquiries from the public.
2. To undertake photocopying and collation of agendas, minutes and other supporting papers for Councillors' consideration at meetings and preparing packs ready for distribution to members.
3. To update Cemetery and Allotment records and receive Allotment rents.
4. To file information/documents.
5. In-putting data.
6. Maintaining a diarised record of events and requests.
7. Such other office duties as may be required.

AXMINSTER TOWN COUNCIL

POST OF PART-TIME PERMANANT ADMINISTRATIVE ASSISTANT

Person Specification

<u>ATTRIBUTES</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u>
Qualifications	Maths and English G.C.S.E. or N.V.Q. Level 2 which includes literacy and numeracy.	Clean driving licence.	Application form. Certificate production.
Relevant Experience	Ability to receive and pass on instructions accurately. Previous experience working in a public-facing office position. Familiarity with Microsoft Office Suite.	Experience with routines of Parish Councils and Local Government generally.	Application form, Interview. Test.
Personal Skills	Tact and respect in dealing with members of the public. Ability to work both on own initiative and as part of team.	Previous experience of work in a similar environment	Application form, Interview. Test.
Flexibility	Willingness to cover other duties/absences as and when required possibly at short notice.		Application form, Interview.