

JOB DESCRIPTION

1. **Post Title:** ADMINISTRATIVE SUPPORT OFFICER
2. **Salary Grade:** Scale 5 FTE £22,571 - £23,953
16 – 20 Hours/Week, Min 3 days/week to include Fridays

Pro-rata £9,760 - £12,948 (depending on hours and starting salary)
3. **Responsible to:** Corporate Services Manager
4. **Job Summary:** To undertake a wide range of administrative and financial duties and to assist in the day-to-day operation of the Council's Corporate Services Office.
5. **Functional Relationships** Internal – Reporting directly to the Corporate Services Manager (line manager) and providing support to other senior staff where necessary.

External - Liaison with suppliers, partner organisations, members of the public and the Town Council's Councillors

Key Tasks/Activities:

To be a key member within the Town Council's Corporate Services Team:

1. To provide day-to-day administration of the Town Council's burial ground involving the updating of the administrative and statutory records, liaison with suppliers, funeral directors and the council's maintenance team, and dealing with bereaved families.
- 1.2. To operate the town council's facilities booking system covering the Sidney West Community facility involving the taking of enquiries, updating the booking control system and on-site handovers to individual hirers.
- 2.3. To provide Agenda and Minute support when required to the Corporate Services and other Senior managers of the organisation.
- 3.4. To provide support in maintaining the town council's website involving the editing of pages to keep them up-to-date and relevant and to provide various web statistics.
- 4.5. To provide support to the Finance Officer in the running of the town council's book-keeping function covering the raising of customer invoices, supplier purchase orders and processing of petty cash.
- 5.6. To support the Corporate Services Manager (and other Senior Managers where necessary) in administering the Town Council's Risk Management

procedures covering health and safety and risk assessment processes.

~~6-7.~~_____ To take the lead in managing the town's Mayoral Engagements programme dealing with enquiries from community groups and liaising directly with the Mayor.

~~7-8.~~_____ To take the lead in maintaining the council's archiving system.

~~8-9.~~_____ To be responsible for the updating of the Council's intranet system.

~~9-10.~~_____ To undertake various other administrative duties and provide support that may be allocated from time to time which fall reasonably within the scope and grade of the post.

~~10-11.~~_____ To undertake any training and development to meet the needs of the organisation.

~~11-12.~~_____ To recognise and be aware of the requirements of the Health and Safety at Work Act as well as Fire and Safety regulations and ensure that these are observed and regularly carried out.