

JOB DESCRIPTION

1. **Post Title:** ADMINISTRATIVE SUPPORT OFFICER
2. **Salary Grade:** Scale 5, Spinal Points 13-15
FTE £28,163 - £29,093 per annum

18 – 21 Hours/Week, Min 3 days/week to include Wednesdays

Pro-rata £13,701 – £16,512 (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 to the Corporate Services Officer (line manager) and other senior staff when necessary.

External - Liaison with suppliers, partner organisations, funeral directors, 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 support in the 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.
2. To provide support in the running of the town council's facilities booking system covering the Sidney West Community facility involving the taking of enquiries, updating the booking control system, on-site handovers and to prepare billings to individual hirers.
3. To provide support in maintaining the town council's website involving the editing of pages to keep them up-to-date and to provide various web statistics (training will be given).
4. To provide Agenda and Minute taking support to the organisation. This will involve the attendance at a number of evening meetings during the year.
5. To assist the Corporate Services Officer in the administration of the Mayors Engagements and updating of the town council's notice boards.

6. To take the lead in maintaining the council's archiving system.
7. To undertake various other administrative duties and provide support that may be allocated from time to time which falls reasonably within the scope and grade of the post.
8. To undertake any training and development to meet the needs of the organisation.
9. 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.