

JOB DESCRIPTION
Administrative Assistant

Main Function of Position

- To provide efficient and effective administration assistance to all functions of the Town Council.
- To maintain systems, both manual and electronic.

GRADE	SCP 6 - 10
Responsible To:	Deputy Town Clerk
Responsible For:	None

Specific Responsibilities:

1. To provide the public interface with personal, telephone, website and email, dealing sensitively and courteously with all enquiries in accordance with Town Council Policies.
2. To provide welcoming and effective reception facilities to members of the public and visitors.
3. To maintain both manual and electronic filing systems and archiving systems relating to Council business in accordance with approved operational procedures of the Council.
4. To prepare agenda packs for Council, Committee, Sub-Committee, Management Committees and Working Groups as directed by the Town Clerk/Deputy Town Clerk, ensuring delivery of agendas to all relevant individuals.
5. To assist in arranging meetings as agreed with the Town Clerk/Deputy Town Clerk.
6. To undertake the typing of minutes, reports and any other documents as directed by the Town Clerk/Deputy Town Clerk.
7. To ensure that Minute Books and other statutory documents are maintained, kept up to date and signed where required.
8. To undertake all actions required from elections or changes in Council membership or Committees as directed by the Town Clerk/Deputy Town Clerk.
9. To provide hospitality for any meetings as directed by the Town Clerk/Deputy Town Clerk.
10. To open post, receive correspondence and documents on behalf of the Council and to bring to the attention of the Town Clerk/Deputy Town Clerk and to deal with by instruction or in accordance with the approved operational procedures of the Council.
11. To liaise closely with the Chairman, facilitating, maintaining and organising the Chairman's Diary.
12. To keep the foyer displays and noticeboards up to date and current.
13. To utilise various IT software to prepare and format a range of documents including correspondence and reports, databases and spreadsheets, press articles and calendars and build templates.
14. To order, receive and organise stationery stock levels in accordance with the Council's adopted Financial Regulations/Procurement Policy.

15. To place, receive and check orders for goods and services, in accordance with the Council's adopted Financial Regulations/Procurement Policy, at the direction of the Town Clerk/Deputy Town Clerk.
16. To update the Council's website and social media sources in accordance with adopted procedures ensuring it is up to date and current.
17. To undertake identified training.
18. To support the Chairman of the Council in the deliverance of his/her duties and to provide administrative support for events arranged by the Chairman as directed by the Town Clerk/Deputy Town Clerk.
19. To apply the principles of customer care and good health and safety standards in accordance with the policies and procedures of the Council.
20. To undertake any other duties commensurate with the post.

N.B. This document does not constitute a job specification and accordingly does not purport to represent an exhaustive list of all duties. It is intended to indicate the main areas of activity and the post holder may be required to carry out other similar tasks, as directed by the Town Clerk/Deputy Town Clerk.

Alsager Town Council
Job Description – Administrative Assistant