

Job title: Administrative Assistant for Leek Town Council

Job Purpose: To provide administrative support for Leek Town Council

Reporting to: Leek Town Clerk

Hours: 15 hours per week

Salary: SPC 1 to 4 (£17,364 to £18,426 per annum - pro rata) plus the opportunity to join a Pension Scheme

Place of work: Leek Town Council Office, 15 Stockwell Street, Leek, ST13 6DH

Closing date: Friday 20th March 2020

Interviews: Wednesday 1st April 2020

Key duties:

The town council has 7 allotment sites in Leek and the assistant will:

Issue invoices and tenancy documents for allotment plots, carry out allotment inspections, maintain allotment records and the allotment waiting list, receive and record rent payments. Attend allotment committee meetings and take the minutes of the meetings.

Assist with the Council banking, drawing of cheques and paying of invoices, under the direction of the town clerk.

Assist with the administration of town council and Mayoral events, including the Christmas Lights event, Party in the Park, the Mayor's Civic Service and the Civic Ball.

Maintain the Mayor's diary of events.

Update the town council's website.

Answer the phone, respond to correspondence and emails, file, photocopy, print and scan documents.

Copy and distribute papers for meetings of the Council.

Undertake internet and other research at the request of the town clerk.

Carry out other duties as may be reasonably required for the performance of the role, within the job holder's skill and competence.

Person Specification:

Competency	Essential	Desirable
Education, qualifications and training	High level of literacy and numeracy. GCSE in English and Maths	Btec or Degree
Experience	Office experience of at least 2 years.	Previous local government experience.
Skills and knowledge	Communicate effectively with members of the public.	Experience of working with the public.

	<p>Discretion and ability to deal with confidential matters.</p> <p>A high standard of computer literacy, including Word, Excel and email.</p> <p>Excellent organisational skills and ability to prioritise work.</p> <p>Ability to work effectively on your own or in a team.</p> <p>Ability to communicate effectively orally, in writing and electronically.</p>	<p>Experience of using database programs.</p> <p>Experience of Wordpress</p>
Other requirements	<p>To attend occasional evening meetings and to work occasionally at weekends.</p> <p>Flexible and reliable – to work additional hours if required. To cover annual leave and busy periods.</p> <p>Willingness to attend relevant training courses.</p> <p>Current driving licence and own car.</p>	