

FARINGDON TOWN COUNCIL

CLERK'S ASSISTANT

JOB DESCRIPTION

Job Title: TOWN CLERK ASSISTANT

Grade: SCP 4 – 8 (£18,426 - £19,945 pro rata)

Hours: 14

Mon, Tues, Thurs, Fri - 9.30am to 12.15pm

Wednesday - 6.30pm to 9.30pm

Responsible to: Town Clerk and Deputy Town clerk

Responsible for: None

Budget responsibilities: None

Main Duties:

- 1. To carry out Clerk's Assistant duties as and when required to include:**
 - 1.1 Taking and producing minutes of all Council meetings
 - 1.2 Producing an action list from meetings
 - 1.3 To manage Town council minute books, to include archiving old minutes
 - 1.4 Updating the Town Council website with minutes and news
 - 1.5 Diary management for the Town Clerk and Deputy Town Clerk
 - 1.6 Administrative tasks as required
- 2. To attend training courses associated with the work and role as required by the Town Clerk. To undertake ILCA within one year of appointment.**
- 3. To undertake specific projects, as and when required**
- 4. To undertake such other duties as may be required from time to time commensurate with the level of the post and in particular, to provide cover for other office staff**

For all staff - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Cooperate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable

Person Specification

Your essential skills, knowledge and experience

- Good presentation and numerical skills
- Good communication skills both orally and written
- Good organisational skills
- Experience with Microsoft Outlook and Word
- Experience of updating a website

Desirable skills, knowledge and experience

- Experience either in a public sector environment or other relevant experience
- Experience of working for a Town or Parish Council
- Experience of using and updating a WordPress website
- Experience taking minutes

Your qualifications

- Minimum GCSE or equivalent academic qualifications, or relevant experience
- The post may also suit a graduate with a relevant degree
- A local government qualification such as the Introduction to Local Council Administration (ILCA) or CiLCA or willingness to undertake such a course with one year of appointment.

Your style and behaviour

- Positive approach and “can-do” attitude
- Ability to adapt to changing circumstances
- Ability to manage own workload and responding flexibly to changing needs and demands
- Ability to work as an individual and as a member of a team
- Ability to grasp issues and requirements quickly and to hit the ground running
- A commitment to valuing diversity and equality, and to respecting residents, councillors and colleagues in all relationships and aspects of service delivery
- Ability and willingness to attend meetings in out-of-office hours