



**Horsforth Town Council
Administration Assistant
Job Description**

JOB TITLE: ADMINISTRATION ASSISTANT
REPORTING TO: TOWN CLERK
JOB DESCRIPTION APPROVED: 8TH December 2022

OVERALL RESPONSIBILITIES:	The role is to provide administrative support to the Clerk and the Council to ensure that Horsforth Town Council complies with its statutory functions and duties and so that the Council can more effectively provide additional community services.
SPECIFIC RESPONSIBILITIES:	<p>The duties shall include but not be limited to the following:</p> <ol style="list-style-type: none"> 1. To work closely with the Clerk and councillors to manage the planning and organisation of Town Council events. 2. To manage planning applications received by Leeds City Council and any other information to be considered by the Planning, Licensing and Traffic Committee including: <ul style="list-style-type: none"> • To enter details of planning and licensing matters into the Council’s record systems • To ask Leeds City Council for extensions of time to comment on planning applications as required • To prepare documentation for meetings of the Council’s Planning, Licensing and Traffic Committee meetings • To post planning applications to be considered by the Committee on the Council website • To send comments to Leeds City Council Planning Department within the time limits • To raise queries with Leeds City Council Planning Department on behalf of the Council 3. To manage meeting administration for the Planning, Licensing and Traffic Committee and Events Working Group meetings, including the following: <ul style="list-style-type: none"> • Preparing and publishing notices and summons • Preparing, publishing and distributing agendas and agenda packs and other meeting documents • Booking and preparing rooms for meetings and clearing up afterwards • Attend meetings to minute and advise as required • To take accurate and relevant minutes of meetings and to produce the minutes in a timely manner. • To ensure all minutes are formatted, checked and uploaded to the Council’s website. • Filing agendas and minutes in the manual and electronic systems • To update and maintain the action lists from the meetings. • To maintain up-to-date records relating to meetings, including meeting calendar, apologies, attendance records, Committee and

	<p>Working Group memberships, councillor records, public attendance records.</p> <ol style="list-style-type: none"> 4. To work with and as directed by the Clerk to gain an understanding and knowledge of the work undertaken by the Council. 5. To undertake basic clerical tasks, eg. filing, scanning, printing, photocopying, mail handing and the collation, compiling, disseminating, archiving and shredding of documents and information. 6. To be responsible for maintaining records and the filing of documents, email and correspondence using the Council's manual and electronic filing and record systems and archive records. 7. To be the initial contact for members of the public contacting the office in person or over the telephone, providing excellent customer service and creating a positive image of the Council. 8. To respond to email, correspondence and other communications from members of the public. 9. To circulate materials and information to councillors. 10. To issue correspondence as requested by the Clerk. 11. To purchase office consumables such as stationery, printer supplies, cleaning materials and refreshments as required in accordance with procedures and budget allowances. 12. To obtain quotes and place orders for supplies and works as instructed by the Clerk. 13. To assist in the production, organisation and distribution of the Council's newsletter and other Council publications. 14. To update the Council's website and social media. 15. To update the Council's noticeboards. 16. To deal with organising and booking of training for councillors. 17. To undertake internet and other research as requested by the Clerk. 18. To comply with legislation/Council policies and to maintain confidentiality as required by the Council. 19. To act as a representative of the Council as required. 20. To attend training courses or seminars as required by the Council, e.g. Introduction to Local Council Administration 21. To cover the daily operation of the office in the absence of the Clerk. 22. To assist in keeping the office clean and tidy. 23. Any other duties as may be reasonably required for the performance of the role within the job holder's skill and competence.
SALARY	NJC SCP 7-12
HOURS	16 hours per week with a potential increase in hours within the next year. The actual number of hours and the days and time to be agreed. Some evening working will be required. The Council operates a flexitime scheme.
LOCATION	Based at the Council's offices in Horsforth. (Office is open Tuesday – Thursday 10-4pm). Working days to be confirmed.
PENSION	Option to join the Local Government Pension Scheme, via the West Yorkshire Pension Fund.
ANNUAL LEAVE	Annual leave entitlement is 25 days per annum (pro rata), with a further three days after five years' continuous service, in addition to normal bank and public holidays.

	In addition to the usual public holidays, the office is closed for five weekdays over the Christmas and New Year period. Dependent on your agreed working days, up to 2 days must be taken out of annual leave entitlement or, where available, flexitime credits or time off in lieu.
TRAINING	<p>Required to hold, or work towards in an agreed time frame, the achievement of Introduction to Local Council Administration, and to continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.</p> <p>To attend training courses or seminars as required by the Council.</p>
VARIATION CLAUSE	This is a description of the job as it is constituted at the date shown. It is the practice of the Council to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Council in consultation with the post-holder.
FLEXIBILITY CLAUSE:	Other duties and responsibilities expressed and implied, which arise from the nature and character of the post within the Council mentioned above.