



**Horsforth Town Council
Administration Assistant
Job Description**

JOB TITLE: ADMINISTRATION ASSISTANT
REPORTING TO: TOWN CLERK
JOB DESCRIPTION APPROVED BY COUNCIL: tbc

OVERALL RESPONSIBILITIES:	The role is to provide administrative support to the Clerk and the Assistant/Deputy 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 with and as directed by the Clerk and Assistant/Deputy Clerk to gain an understanding and knowledge of the work undertaken by the Council.2. To undertake basic clerical tasks, eg. filing, scanning, printing, photocopying, mail handling and the collation, compiling, disseminating, archiving and shredding of documents and information.3. 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.4. 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.5. To respond to email, correspondence and other communications from members of the public. To deal with routine enquiries without reference and to refer non-routine matters to the Clerk or Assistant/Deputy Clerk.6. To circulate materials and information to councillors.7. To issue correspondence as requested by the Clerk or Assistant/Deputy Clerk.8. To assist with meeting administration, 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• Attending meetings to take minutes as required• Filing agendas and minutes in the manual and electronic systems9. To purchase office consumables such as stationery, printer supplies, cleaning materials and refreshments as required in accordance with procedures and budget allowances.10. To obtain quotes and place orders for supplies and works as instructed by the Clerk or Assistant/Deputy Clerk.11. To update the Council's website and social media.12. To update the Council's noticeboards.

	<p>13. To update and maintain the action lists from Council or Committee meetings.</p> <p>14. To deal with organising and booking of training for councillors.</p> <p>15. To assist with Council banking, drawing of cheques and paying of invoices, under the direction of the RFO.</p> <p>16. To assist with the planning and organisation of events and the production of publicity materials for events.</p> <p>17. To assist in the production, organisation and distribution of the Council's newsletter and other Council publications.</p> <p>18. To undertake internet and other research as requested by the Clerk or Assistant/Deputy Clerk.</p> <p>19. To deal with lettings</p> <p>20. To comply with legislation/Council policies and to maintain confidentiality as required by the Council.</p> <p>21. To act as a representative of the Council as required.</p> <p>22. To attend training courses or seminars as required by the Council, e.g. Introduction to Local Council Administration</p> <p>23. To cover the daily operation of the office in the absence of the Clerk or Assistant/Deputy Clerk.</p> <p>24. To assist in keeping the office clean and tidy.</p> <p>25. Any other duties as may be reasonably required for the performance of the role within the job holder's skill and competence.</p>
SALARY	NJC SCP 7-17 (£20,444 - £24,920) pro rata
HOURS	<p>18-24 hours per week.</p> <p>The actual number of hours and the days and time to be agreed.</p> <p>Some evening working will be required.</p> <p>The Council operates a flexitime scheme.</p>
LOCATION	Based at the Council's offices in Horsforth. Requests for working from home will be considered in line with the Council's policy, but the role will require some office-based working.
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.
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.