

## Job Description

Post Details			
<b>Job Title:</b>	Office Administrator	<b>Remuneration:</b>	NJC Scale Point 16 -18 £17,419 - £18,070 Pro rata £9.05 - £9.39 per hour depending on experience
<b>Hours :</b>	Part Time	<b>Annual Leave</b> (excluding bank holidays)	23 days (pro rata)

Job Purpose
<p>The role involves general office duties supporting the administrative and financial functions of the Council.</p> <p>To provide an efficient and courteous service to members and residents of Dronfield</p> <p>The role includes dealing with bookings, preparation and distribution of agendas and papers for minutes, dealing with customer enquiries, processing of purchase orders and payments, raising invoices and receiving payments, preparation of staff rotas and time sheets, maintenance of burial records and organising events.</p>

Reporting Relationships
<p><b>Accountable to:</b> Town Clerk</p> <p><b>Responsible for:</b> None</p>

Duties and Responsibilities – Job Specific
Provide general administrative support e.g. telephone answering, message taking, correspondence, photocopying, scanning and uploading of documents.
Dealing with Bookings including entry onto Councils Booking system, issuing invoices and receipt of payments.
Dealing with Cemetery enquiries including maintenance of cemetery records and allocation of graves. Liaising with Funeral Directors and Masons to ensure all documentation is accurate and up to date.
Taking notes and minutes of meetings.
Assist with updating the Council website
Assist the RFO in checking staff timesheets in preparation and input of salaries and wages
Provide administrative support in organisation and preparation for meetings including venue finding, printing and distribution of agendas and meeting papers, invitations etc.
Filing correspondence, reports and staffing material as appropriate.
Retrieving and archiving of files
Logging and following up enquiries, both internal and external

Processing and distribution of incoming post and email messages
Processing outgoing post
Word processing, producing and maintaining spreadsheets, inputting data, interrogating and extracting information as required
Assisting with the processing of financial orders and setting up purchase orders
Assisting with the organisation of Civic Functions and Town Council events including Remembrance Parade, Civic Service, Christmas Lights Switch on, Christmas Festival and Town Twinning Visits.
Prepare weekly worksheets for caretaking staff
Prepare and administer staff holiday and TOIL records
Such other duties appropriate to the responsibility of the post as required from time to time by the Town Clerk and RFO.

<b>Duties and Responsibilities – General</b>
To deal effectively with general queries from members of the public.
To take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health & Safety legislation, and Council Codes of Practice and Procedures.
To exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
To promote and deliver fair, sensitive and quality services as a commitment to and understanding of the Council's approach to equality and diversity.
To comply with the Council's policies and procedures.
To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.

<b>Disclosure &amp; Barring Service check</b>
Not applicable

<b>Date Produced/Last Amendment</b>
May 2017

<b>Employee Signature</b>
..... Date: .....

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Authority will expect this job description to be subject to revision.

## Office Administrator - Person Specification

Qualifications and Experience	Essential or Desirable	Identified by
GCSE's or equivalent qualification or relevant experience	E	Application Form
Relevant administration and/or IT qualifications or experience	E	Application Form
Good interpersonal skills, be able to communicate effectively including the ability to act with tact, sensitivity and diplomacy	E	Application Form / Interview
Experience of general administration, including answering phones, providing a reception service and dealing with a range of administrative tasks at the same time	E	
Ability to learn and be adaptable to changes in procedures and technology	E	
Ability to assess and react quickly to situations as they unfold	E	
Working knowledge of IT (use of Microsoft Word, Excel and Outlook)	E	
Experience of working with or within a Town or Parish Council setting, with knowledge of how Town / Parish Council's operate	D	
Good time management skills	D	
Experience of minute taking	D	
Local knowledge of Dronfield	D	

Personal Qualities	Essential or Desirable	Identified by
Flexible and willing to contribute to the success of the team.	E	Application Form / Interview
Reliable and punctual	E	
Ability to be motivated and work within a team.	E	
Strong Customer Focus	E	
Ability to maintain confidentiality at all times.	E	
Enthusiastic and self-motivated	E	
Ability to work under pressure to meet deadlines and to cope with problems calmly and effectively	E	
Methodical and well organised	E	
Positive 'can do' attitude and able to use own initiative to react to situations and deliver a quality service at all times.	E	
Ability to understand and consequently work within strict financial regulations, codes of conduct, policies and procedures	E	
Honest personality with drive to achieve	E	
Willingness to work at evenings and weekends to support meetings and events.	E	
Ability to learn and take on 'higher-level' tasks.	D	