

Dronfield Town Council

JOB DESCRIPTION

Post Details			
Job Title:	Administration Officer	Pay:	£19,312 per annum pro rata
Hours :	16 hours per week usually over three days (core hours are 10am – 4pm Monday to Friday)	Base :	Civic Hall, Civic Centre
		Annual Leave (including bank holidays)	28 days (pro rata)

Job Purpose
To act as administration officer leading on the booking of venues and sports facilities owned and managed by the Town Council.

Reporting Relationships
Accountable to: Assistant Town Clerk
Responsible for: n/a

Duties and Responsibilities – Job Specific
To handle the booking enquiries for venues and sports facilities including taking the booking, invoicing and credit control
To organise the caretaking and cleaning rota for the venues and provide caretaking staff with details of room set ups
To support the implementation of an electronic bookings system
To identify potential sources of grant funding and help write grant bids
To monitor planning application submissions with Dronfield and to prepare a list for council meetings
To monitor service requests and meeting actions from start to finish
To process purchase orders and monitor incoming invoices
To handle incoming cemetery enquiries and communicate requirements to outside services and external contractors
To take notes and minutes of meetings
Accurate completion of timesheets.
Ensuring allocated paperwork and administrative systems are kept up to date at all times.
Effective communication with the Clerk and other colleagues where appropriate.
Additional duties appropriate to the function and nature of the post.

Duties and Responsibilities – General
Word processing, producing and maintaining spreadsheets, inputting data, interrogating and extracting information as required
To answer the phone and handle post and carry out general administrative duties as and when required
To deal effectively with general queries from members of the public.
Dealing with reception enquiries
To take and handle venue booking and sports facility enquiries
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 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.

Disclosure & Barring Service check
Not applicable

Date Produced/Last Amendment
January 2021

Employee Signature
.....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.

PERSON SPECIFICATION

Post Details

Job Title: Part-time Administration Officer **Pay:** £

Education / Qualifications / Knowledge	Essential/Desirable	Measurements
Basic standard of education.	E	All will be evidenced by application form and interview
Good verbal communication skills to be able to respond to the public and customers in a professional and responsible manner	E	
Good knowledge of Microsoft Office packages including Word, Excel and Publisher	E	
Good working knowledge of Outlook	E	

Specialist Knowledge	Essential/Desirable	Measurements
Booking systems	E	All will be evidenced by application form and interview
Finance systems	E	

Experience	Essential/Desirable	Measurements
Experience of managing venue bookings	E	Application form and interview
Experience of managing sports facilities	D	
Experience of raising purchase orders	D	
Experience of monitoring invoices/credit control	D	
Experience of managing cemetery enquiries	D	

Key Skills	Essential/Desirable	Measurements
Being observant and thorough	E	Application Form Interview
Microsoft Office packages	E	Application Form Interview

Good work ethic and time management skills	E	Application Form Interview
The ability to demonstrate strong customer focus and a commitment to service improvements	E	Application Form Interview
Willingness to undertake relevant instruction and training	E	Application Form Interview

Role Specific	Essential/Desirable	Measurements
Reliability and good time-keeping	E	Interview
Flexible and willing to work outside normal working hours to manage events	E	Interview
'Can-do' attitude and willingness to learn	E	Interview
Take pride in a job well done	E	Interview
Friendly, polite and helpful to residents.	E	Interview
Self-motivated and able to act on own initiative	E	Interview
Ability to work independently or as part of a team, seeing what needs doing and acting upon it.	E	Interview
Ability to work with minimal supervision	E	Interview

Date Produced/Last Amendment
January 2021