**Dronfield Town Council**

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| **JOB DESCRIPTION** |

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| **Post Details** | | | |
| **Job Title:** | Administration Officer | **Pay:** | £20,852 FTE per annum  £10,989 pro rata for 19.5 hours per week |
| **Hours** : | 19.5 hours per week over three days (Monday, Wednesday & Thursday 9am to 4pm) | **Base :** | Civic Hall, Civic Centre |
|  | | **Annual Leave**  (including bank holidays) | 28 days (pro rata) |
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| **Job Purpose** |
| To act as administration officer leading on the booking of venues and sports facilities owned and managed by the Town Council. |

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

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| **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. |

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| **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. |

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| **Disclosure & Barring Service check** |
| Not applicable |

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| **Date Produced/Last Amendment** |
| September 2022 |

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| **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. |

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| **PERSON SPECIFICIATION** |

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| **Post Details** | | | |
| **Job Title:** | Part-time Administration Officer | **Pay:** | £20,852 FTE per annum  £10,989 pro rata for 19.5 hours per week |

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

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

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

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| **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 |

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| **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 |

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| **Date Produced/Last Amendment** |
| September 2022 |