



Job Description Post No.12

- 1. Post Title** **Administrative Assistant**
- 2. Grade** NJC SCP 15 - 17
- 2.1. Hours of Work** 17 hours per week
- 2.2 Leave Entitlement:** 22 days per annum basic plus public holidays rising to 27 days basic after 5 years.
- 3. Reports To:** Deputy Town Clerk
- 4. Purpose of Job:**
Working with all other staff to provide effective administrative support to the Town Council.
- 5. Working Relationships**

Town Council employees, Council Members, external organisations and the general public.
- 6. Main Responsibilities and Duties:**

The following list is typical of the level of duties which the post holder could be expected to perform. It is not exhaustive and other duties will be required from time to time

CIVIC FUNCTIONS:

- 6.1 To assist with the co-ordination of civic and social functions as directed by the Deputy Town Clerk including all correspondence, venue bookings, invitations and arranging for refreshments where applicable. Such events to include:-
 - (i) Mayor Choosing
 - (ii) Beating the Boundaries
 - (iii) Flora Day hospitality
 - (iv) Mayor's Civic Service
 - (v) Freedom Parade
 - (vi) Remembrance Sunday
 - (vii) Mayor's charity events and other fund-raising activities

GENERAL ADMINISTRATION

6.5 To assist in the Town Clerk's office with the following:-

RECEPTION:

- (i) Undertake reception and telephone duties in a pleasant and courteous manner.
- (ii) Produce agendas
- (iii) Pass on problems/complaints to other agencies and maintain a log.
- (iv) Open and distribute incoming mail and keep a record of outgoing post.
- (v) Ensure adequate supplies of paper and stationery.
- (vi) Maintain a centralised filing system.
- (vii) Produce a quarterly Newsletter.
- (viii) To maintain and develop the Town Council's website and Facebook page ensuring entries are up-to-date and regularly reviewed.
- (ix) Maintain a database of local organisations and contact details.
- (x) Take bookings for the Guildhall and Corn Exchange.
- (xi) Provide members of the public with information.
- (xii) To carry out the duties of the Mayor's Secretary in her absence.

GENERAL

To attend training appropriate to the post.

To cover during holiday periods, sickness or any other contingency.

To undertake such other duties as may be required commensurate with the level of the post.



PERSON SPECIFICATION

Administrative Assistant (Post 12)

Attributes	Essential	Desirable
Relevant Experience	Experience of an office environment	Local Government Administration
Education and Training	GCSE English Language	NVQ III in Office Administration
Communications	Good Customer Care Skills	Evidence of the practical application of communication skills
Information Technology	Proficient in Microsoft Office in particular Word with experience of mail merge and Powerpoint Good knowledge of social media	Knowledge of Microsoft Excel
Sensitivity	Ability to build and maintain effective working relationships Smart appearance and a pleasant, tactful and discreet nature	Experience of civic ceremony
Flexibility	Flexible approach to working hours and some weekend work e.g. Flora Day, Civic Sunday and Remembrance Sunday	Available to attend occasional evening meetings



Helston Town Council

APPLICATION FOR EMPLOYMENT

Confidential

Post applied for: Administrative Assistant

PERSONAL DETAILS

Surname	First Name(s)	Preferred Title (Miss, Mrs, Ms, Mr, Dr etc)
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Address	Telephone (Day)
Post Code	Telephone (Evening)
	Mobile

National Insurance No.	Do you have a valid full driving licence? Yes / No
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How soon after an offer of a job would you be able to start?

Please state where you saw the post advertised

Health

Do you require any reasonable adjustments for the interview and selection process? Yes / No

If YES, please give details:

QUALIFICATIONS

Dates	School/College/University	Subject/Qualification	Level	Grade Obtained

TRAINING including any short courses undertaken

From	To	Details

PREVIOUS EMPLOYMENT

Name and Address of Employer (current or most recent first)	Job Title	Main Duties and Reason for Leaving	From	To

REFERENCES

Please give the name and addresses of two people who can provide references. Do not include relatives (unless you have been employed by them). **One should be your current or most recent employer.**

Name and Address <input type="checkbox"/>	Name and Address <input type="checkbox"/>
Telephone No.	Telephone No.

Referees will only be contacted if you are selected for interview. If you do not want a Referee contacted at this stage please tick the relevant box.

Right to Work in UK

Are you legally entitled to work in the UK? Yes / No

We will require evidence of this prior to commencing employment

Criminal Convictions

Do you have any criminal convictions? Yes / No

Declaration subject to the Rehabilitation of Offenders Act 1974

If yes, please give details

ADDITIONAL INFORMATION

Please give details of any skills and experience you have together with any interests which are relevant to your application. You should use the information in the person specification and job description to help you demonstrate your suitability for the post.

Are you related to any councillor or officer of Helston Town Council? Yes / No

If yes, please give details.

Data Protection

The Data Protection Act 1988 (“the Act”) sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application (“the information”) will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

SIGNATURE _____ DATE _____

Undertaking

Please read and sign the following undertaking:

I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.

Canvassing of councillors or officers of Helston Town Council will disqualify the candidate.

SIGNATURE _____ DATE _____

Please return this form marked ‘Private and Confidential’ to:

**Mr C Dawson
Town Clerk
Helston Town Council
The Guildhall
HELSTON
Cornwall
TR13 8ST**

To be returned by: Noon on Monday 9th April 2018