

Whitwick Parish Council

Administration Assistant Job Description

ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational	<ul style="list-style-type: none">• To provide clerical and administrative support to the Parish Office, including (but not restricted to) photocopying, filing, printing, laminating, scanning, archiving, shredding, dealing with incoming/outgoing post• To support the collection of data and input onto Management Information Systems• To disseminate information to Clerk, Caretakers and Councillors• To assist in the distribution of publicity materials• To assist with ordering and maintenance of stationery and other supplies
Communications	<ul style="list-style-type: none">• To deal with routine correspondence and telephone enquiries (including those of a confidential nature) in a professional manner.• To deal with queries made by both councillors and members of the public when making personal visits to the Community Office (ensuring that the Parish Clerk is made aware of all relevant information)• To liaise with and develop positive working relationships with the staff team• To liaise with external colleagues and stakeholders• To assist with the preparation and distribution of agendas, minutes and associated paperwork from meetings as directed by Parish Clerk• To produce certificates, invitations, flyers and publicity material using Microsoft Publisher/PowerPoint, when required• To liaise with service providers and maintain appropriate service records, e.g. ICT, Health & Safety, Building etc.• To maintain and update all electronic forms of communication including Parish website, social media, email and online calendars.• To assist in the management of Parish Council noticeboards
Resource Responsibilities	<ul style="list-style-type: none">• To assist with events and activities. Occasional attendance at Council Meetings and events may be required.
Equal opportunities	<ul style="list-style-type: none">• To be aware of any particular special needs of clients and customers and seek advice if it is required• To engage in opportunities to develop own understanding of equality issues
Health and Safety	<ul style="list-style-type: none">• To be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.• To assist the Parish Clerk to manage and monitor Health & Safety requirements
Personal Development	<ul style="list-style-type: none">• To attend training and personal development courses as appropriate and relevant to the position
General	<ul style="list-style-type: none">• To undertake any other duties that may be reasonably asked of the postholder as required