

KIRKBURTON PARISH COUNCIL

ADMINISTRATIVE ASSISTANT – JOB DESCRIPTION

Job Purpose:

To provide clerical and administrative support, including answering the telephone and reception duties. The post holder is expected to account to, take direction from and consult with the Clerk to the Council and the Councillor with Staffing Responsibilities (Line Manager) in the performance of his/her duties.

Main Duties:

- To staff the office and deal with enquiries from members of the public, including correspondence, emails and telephone calls.
- To maintain a comprehensive filing and archive system.
- To attend Council / Committee meetings when required. It may be necessary to produce the minutes for the meetings attended.
- To assist in the management of the allotment gardens and Kirkheaton Churchyard, liaising with the relevant people and contractors, as required.
- To provide support on the various Council projects which may be undertaken from time to time.
- Update the Council's website and Twitter account.
- Produce the weekly Plan Lists.
- Such other duties as may reasonably be required from time to time.

The post holder will be required to undertake the Introduction to Local Council course and any other relevant training courses as agreed by the Council.

15 hours per week including occasional evening meetings (normally held on Thursdays), with some flexibility in the day-time working hours.

The contract is to be term-time only, or a maximum of 40 weeks in the year,

The post is for one year subject to confirmation following a 6-month probationary period. The contract may be extended at the end of the term.

Salary: £6,600 per annum + pension

The normal place of work is Burton Village Hall in Highburton, but the successful candidate will be expected to work from home during the pandemic. The Council will supply a laptop.