

Cottingham Parish Council



JOB DESCRIPTION

Job Title: Administrative Assistant – 15 hours per week (working pattern negotiable)	
National Joint Council for Local Government scale point: 9	
Overall Purpose of Job:	
The postholder will support the Parish Council in delivering its objectives by providing high quality administrative support to the Clerk and Deputy Clerk	
	Main Responsibilities:
1	To collate and circulate agenda papers for meetings of the Council, its committees and working groups.
2	To deal with routine correspondence within existing policies and procedures.
3	To obtain quotations for planned work/purchases.
4	To maintain stocks of equipment/stationery and reorder as necessary.
5	To maintain filing system and ensure documentation is retained/disposed of in accordance with Documentation Retention Policy.
6	To maintain the allotment database.
7	To provide support as required for the organisation of events
8	To maintain and update the Parish Council's asset register and ensure regular checks are carried out of all assets.
9	To prepare information for the noticeboards and arrange regular updating.
10.	To update the Parish Council's website and social media under the direction of the Clerk.
11.	To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time
Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties that reasonably correspond to the general character of their post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.	

PERSON SPECIFICATION

Job Title: Administrative Assistant
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Method of Assessment (MOA)

AF = Application Form

I = Interview

T = Test or exercise

ESSENTIAL CRITERIA	MOA
Knowledge and skills:	
Excellent organisational skills	AF, I
Ability to communicate appropriately at all levels	AF, I
Ability to prioritise work and respond to changes in demand for services	AF, I
Ability to maintain confidentiality	AF, I
Experience:	
Experience of administrative tasks	AF, I
Experience of dealing with public	AF, I
Education and training:	
5 GCSE grade 4 or above, or equivalent, including Mathematics and English	AF, T, I
Proficient in the use of IT and appropriate operating systems	AF, I
DESIRABLE CRITERIA	MOA
Skills and abilities:	
Ability to transfer skills learned in other sectors	AF, I
Experience:	
Experience of working in public sector	AF, I