



Berinsfield Parish Council

Berinsfield PC

PO Box 4987

Swindon DC

SN3 9GQ

Tel 07491152091

Administrative Assistant

Job Title

Administrative Assistant

Reporting to

Clerk and Responsible Financial Officer

Salary

National Joint Council (NJC) Salary Scale SCP 12-17

Hours

37 hours per week, 09.00 – 17.00 Monday to Friday with occasional evening work. Some flexibility available to suit the right candidate.

Place of Work

This is a home working position with the requirement to work in various locations within Berinsfield Parish Council from time to time. Locations include Berinsfield Sports Pavilion, Berinsfield Burial Ground, Berinsfield Allotments and others.

Job Purpose

To provide high quality administrative, operational and customer service support to Berinsfield Parish Council.

The Administrative Assistant will support the Clerk and Responsible Financial Officer in delivering efficient local government services to residents, councillors and partner organisations. The post holder will assist in the day-to-day administration of the Parish Council's facilities, services and projects whilst helping ensure that the Parish Council continues to provide an effective, professional and responsive service.

Main Duties and Responsibilities

Administration

- Act as a first point of contact for residents, contractors, councillors and partner organisations.
- Respond to routine enquiries by telephone, email and in person.
- Maintain accurate electronic and paper filing systems.
- Prepare correspondence, reports and other documentation as directed by the Clerk.

Meetings

- Attend evening meetings as required.

Berinsfield Sports Pavilion

Assist the Clerk with the day-to-day management and development of Berinsfield Sports Pavilion to ensure it continues to provide a high quality, sustainable facility for the community.

Responsibilities include:

- Administer bookings and maintain the Pavilion booking system.
- Liaise with existing and prospective hirers to maximise appropriate use of the facility.
- Promote the Pavilion to community groups, sports clubs, businesses and other organisations to increase occupancy and income.
- Develop and implement initiatives, in conjunction with the Clerk, to improve utilisation of the building and increase revenue.
- Identify opportunities to reduce operating costs through improved processes, efficiency and sustainable working practices.
- Assist in ensuring the Pavilion remains well maintained, welcoming and fit for purpose.
- Liaise with contractors regarding repairs, maintenance and servicing.
- Support the long-term financial sustainability of the Pavilion by helping to maximise income, control expenditure and reduce pressure on future hire charge increases for community users.

Facilities and Services

Assist with the administration of Parish Council facilities including:

- Recreation Ground
- Play Areas
- Cemetery and Burial Ground
- Allotments
- Open Spaces

Communications

- Update the Parish Council website.
- Prepare Facebook and other social media posts.
- Assist with production of newsletters and publications.
- Help promote Parish Council events and activities.
- Maintain mailing lists and contact databases.

Compliance

Assist the Clerk in maintaining compliance with statutory requirements including:

- Health and Safety.
- Data Protection.
- Accessibility requirements.
- Records management.
- Publication Scheme requirements.
- General office procedures.

General Responsibilities

- Maintain confidentiality at all times.
- Deliver excellent customer service.
- Promote the reputation of Berinsfield Parish Council.
- Work flexibly to meet the needs of the organisation.
- Attend meetings out of hours as required.
- Carry out any other duties reasonably requested by the Clerk that are commensurate with the grade of the post.

Evening Work

Attendance at evening meetings will occasionally be required. Time off in lieu or overtime will be provided in accordance with the Parish Council's policies.

Health and Safety

The post holder is responsible for taking reasonable care of their own health and safety and that of others who may be affected by their actions and for complying with the Parish Council's Health and Safety policies.

Review

This Job Description is intended to indicate the principal duties of the post. It is not exhaustive and may be amended from time to time following consultation to reflect the changing needs of Berinsfield Parish Council.