

# **SELSTON PARISH COUNCIL VACANCY**

## **ADMINISTRATION ASSISTANT**

**Minimum of 20 hours per week**  
**Salary NJC Scale 13 (£17391) pro- rata**

The Admin. Assistant will assist the Clerk of the Council in a variety of tasks including room bookings, reception duties and general office duties.

The successful candidate will be self-motivated and have significant office experience, including IT and telephone skills.

Flexibility is essential due to the varying work load and to cover for sickness/holiday. The successful applicant must be available to work Monday, Wednesday and Fridays.

A knowledge/understanding of the local area would also be an advantage.

Apply in writing including a CV and also explain how you meet the requirements of the post.

Any enquiries please contact The Clerk:

**Selston Parish Council**  
The Parish Hall, Mansfield Road, Selston,  
Nottingham NG16 6EE Tel: 01773 812012  
Email: [clerk@selstonparishcouncil.co.uk](mailto:clerk@selstonparishcouncil.co.uk)

Closing date for applications: 14<sup>th</sup> December 2018  
Provisional date for interviews: 19<sup>th</sup> December 2018

## SELSTON PARISH COUNCIL

### JOB DESCRIPTION – ADMINISTRATOR TO THE COUNCIL

To provide administrative support for Selston Parish Council.

#### **Specific Responsibilities**

1. To maintain the reception of Selston Parish Hall and deal with enquiries.
2. To answer the telephone and provide reception services.
3. To receive payments for Council services and PayPoint.
4. To reply to any urgent e-mails.
5. To browse the internet for supplies and information.
6. To support the Clerk to administer all aspects of Council business including preparing invoices and dealing with payments for all services provided by Selston Parish Council; photocopying of agendas, reports etc.
7. To support the Clerk and caretaking staff to maintain and control an effective booking diary for each centre.
8. To attend to administration of tenanted properties on behalf of Selston Parish Council and to deal with the correspondence or documents or bring such items to the attention of the Council.
9. To help out at Council events and act as the representative of the Council as required.
10. To display the agendas and minutes for the Parish Meeting and maintain the Parish Council notice boards.
11. To attend training courses or seminars as required by the Council.

## SELSTON PARISH COUNCIL

### PERSON SPECIFICATION – Administrator to the COUNCIL

Category	Criteria	Essential / Desirable
1. EDUCATIONAL QUALIFICATIONS & ACHIEVEMENTS	Good general standard of education	E
2. KNOWLEDGE & EXPERIENCE	Similar experience in an administrative role	E
	Knowledge of local area Local knowledge of groups, services and facilities	D D
3. SKILLS & ABILITIES	Good communication skills (written & spoken)	E
	Good IT skills	E
	Working knowledge of Word / Excel / Outlook Express or equivalent	E
	Ability to access & source information from internet Driving Licence/own transport	E D
4. PERSONAL QUALITIES & ATTRIBUTES	Excellent organisational skills	E
	Ability to prioritise work load & maintain varying deadlines	E
	Ability to work calmly to deadlines under pressure	E
	Ability to project positive image of Parish Council & local community	E
	Ability to work professionally & on own initiative	E
	Commitment to & understanding of equal opportunities issues	E
DESIRABLE	Flexibility in working days/hours	