



JOB DESCRIPTION

JOB TITLE:	Business Administrative Assistant
PLACE OF WORK:	Polegate Town Council, 49-51 High Street, Polegate
SPINE POINT:	SCP 8 £13,354 per annum, (12.84 per hour) plus benefits including NEST Pension
HOURS OF WORK:	Part time – 20 hours a week (initially a one-year contract with the opportunity for progression)
REPORTS TO:	Town Clerk
SUPERVISORY RESPONSIBILITIES:	None

A Main Purpose of the Job

To provide a high-quality comprehensive administrative and clerical service to the Council as well as reception duties when required. To work as part of a team and contribute to the achievement of the Council's objectives. When required to assist with the welcoming, efficient and courteous reception service to the Council. Promoting the Council's activities across all areas of operation using technology, including social media, as necessary.

B Areas of Day-to-Day responsibility

- Providing general administrative support to the Town Clerk and the corporate services team
- Preparing for Council meetings, including drafting agendas, collating supporting documents and setting up the meeting room
- Monitoring the general office admin email
- Maintaining the Council social media
- Updating Council website
- Drafting press releases

C Summary of Responsibilities and Duties of the Job

1. Drafting Agendas, letters, memos and documents to agreed formats. Prepare non-standard reports, letters, presentation and briefings. Photocopying, collating and distribution of papers.
2. To assist with the management of administrative functions in connection with the Council's civic events.
3. To assist with maintaining the Councils social media pages.
4. To support the production and promotion of press releases in accordance with the Councils Communication strategy.

5. To ensure the website is up to date with Agenda, Minutes and other relevant and useful information.
6. To accurately administer the Councils database for hire bookings and ensure effective communication with other staff and hirers.
7. Monitor the public hatch, telephone and office admin email and ensure that queries are dealt with efficiently and/or delegated to the correct staff member.
8. Undertake a variety of small project work with minimal supervision.
9. To be a supportive member of the Council team.

This list is neither exclusive nor exhaustive as there may be other duties and requirements associated with the post. As such, you may be required to undertake unspecified other duties and/or hours of work as may reasonably be required of you.

D Other information

External and Internal Contacts

Councillors, customers, contractors, suppliers, members of staff and partner agencies.
Face to face, telephone, written and electronic communication.

Working Environment

Office based.

The Council operates a Smoke-free policy and the postholder is prohibited from smoking in any of the Council's buildings

All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

Health and Safety at Work

Polegate Town Council's Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

Data Protection Act 2018

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018 and the Council's Data Protection Policy.

Council Policies

The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures including the Council's Grievance and Disciplinary Policies.

Performance Management

You will be given an annual appraisal and six-monthly review that will form the basis of your Personal Development Plan and be linked to the Council's objectives. You will also receive collaborative one to one meetings on a regular basis with your line manager.

LITTER PICKER

PERSON SPECIFICATION

	Essential Attributes	Desirable Attributes
Educational Qualifications	<p>5 GCSE's grade C or above (including English and Maths) or equivalent NVQ or relevant experience.</p> <p>Commitment to further professional development where required.</p>	
Communication Skills	<p>Excellent written and oral communication skills.</p> <p>Ability to communicate information to a wide range of audiences.</p>	
Knowledge and Experience	<p>Experience of working with the public.</p> <p>Experience of working in an office environment.</p> <p>An understanding of administrative and clerical services.</p>	<p>Experience of working in partnership with a diverse range of people, community groups, public sector organisations and business.</p>
Skills	<p>Ability to work unsupervised, or with minimum supervision, organise workload effectively, prioritising tasks, meeting deadlines and making informed decisions to deliver results.</p>	<p>An ability to work under pressure with changing priorities and timescales.</p>
Information Technology	<p>IT literate with experience and practical ICT skills including Microsoft Office packages and spreadsheets, social media and the internet.</p>	<p>Experience with WordPress.</p>
Other	<p>Prepared to work out of office hours in order to attend Council meeting and events etc.</p> <p>Forward thinking and proactive.</p> <p>Ability to operate with complete impartiality in a political environment.</p>	