

PERSON SPECIFICATION & JOB DESCRIPTION
ASSISTANT TO THE PARISH CLERK TO STAPLEHURST PARISH COUNCIL

Person Specification

Efficient office administrator with proficiency in typing and use of Microsoft Word, Excel, PowerPoint and Access database. An accurate record-keeper willing to adapt to a variety of work requirements. Well-organised and able to meet deadlines. Experienced in the use of Email and Website updating (although training can be given). Proficiency in Book-keeping an advantage. A good communicator with confidence in dealing with members of the public.

Job Description

To provide administrative support to the Parish Clerk to ensure the efficient running of the Parish Office. To use own initiative to carry out the specific responsibilities below, with minimal supervision. To deal with enquiries in the Parish Clerk's absence from members of the public or Council in person, telephone or by email. The Assistant to the Parish Clerk will be accountable with the Parish Clerk for the effective management of all Council resources and will report to the Parish Clerk and Council as and when required. Hours of work are 12 per week initially but times/days of work are negotiable/flexible. Paid holiday four weeks per year pro-rata.

Specific Responsibilities

1. To liaise with the Parish Clerk on a daily/weekly basis to discuss progress of the current work and new items for attention.
2. To assist with the preparation and distribution of (paper and digital) agendas and supporting paperwork for meetings of the Council and Committees. In the absence of the Clerk to attend such meetings, prepare draft minutes thereafter and carry out any urgent follow-up work in consultation with the Chairman (or Parish Clerk if then present).
3. To maintain accurate records using Access database and filing of paper records.
4. To draft correspondence and documents on instruction from the Parish Clerk or Chairman.
5. To monitor, check and balance the Council's Petty Cash account.

6. To perform a weekly computer backup of the computerised Council files.
7. To monitor stock levels, re-order office stationery and check delivery notes.
8. To maintain an awareness of the activities of the Council by reading the minutes as they are published. To upload documents and information to the website. To keep updated the Parish Council Noticeboards.
9. To be aware of the policies of the Council, as posted from time to time on the Parish Council Website. To implement them as applicable to the work of the Assistant to the Parish Clerk.
10. To act as the representative of the Council as required by the Parish Clerk or Chairman.
11. To attend training courses or seminars to enhance the work and role of Assistant to the Parish Clerk as required by the Council.
12. To draw upon your own initiative and discuss with the Parish Clerk any suggestions or recommendations you may have for the improved efficiency of working practices within the Parish Office, Parish Council or Website.

Application Procedure

Please forward your full Curriculum Vitae with contact details of two referees by email to: staplehurst1@btconnect.com and by post (with hand-written covering letter) to:

Mrs JS Bassett, Parish Clerk
Staplehurst Parish Council
Parish Office
Village Centre
High Street
STAPLEHURST, Kent
TN12 0BJ

Closing date for applications:	31 July 2010
Interviews:	w/c 09 August 2010
Start date:	w/c 20 September 2010

If you have any queries at this stage, please do not hesitate to telephone the Parish Office on: 01580 891761