



Royston Town Council

Administration Assistant – Job description

37 hours a week

Monday to Thursday 8.45am to 5.15pm

Friday 8.45am to 4.45pm

Salary: Point 13 - £17,391 per annum

Automatic enrolment into the Local Government Pension scheme

Reception and Telephone

- First point of call for answering the telephone and reception.
- Ensure literature in reception area is up to date and kept tidy. Re-order when necessary.
- Provide information to the public wherever possible, or guide them to the correct information provider.
- Record complaints/queries and report them to the relevant department/agency.

Despatch

- Photocopy agendas, minutes and other documents for despatch to Councillors, District Councillors and press where required.

Council Meetings

- Prepare rooms for Council meetings; ensure correct room lay-out, may involve moving furniture.

Type up minutes of meetings

- Type up minutes of meetings from an audio recording. Be aware of any confidential information.

Planning

- Receive new planning applications.
- Download relevant plans on to USB device.
- Email planning committee details of new planning applications for them to peruse before the next planning meeting.
- Record new applications and decisions on a Word document.

Allotments

- To assist with allotment queries.
- Keep waiting list up to date.
- Offer plots /Prepare tenancy agreements.
- Update database.
- Send letters re condition of plot/terminating tenancy/ rent increase as authorised by Town Clerk.
- Send annual invoices.

Post

- Record incoming and outgoing post and to post outgoing post.

Payments received

- Log all payments received in and record paid invoices where relevant.

Notice Board

- Place Town Council event posters.
- Organisations requesting to place posters on Town Council notice boards must seek permission from the Town Clerk via the office.

Order of Stationery

- Keep a check on stock levels of general office stationery and re-order as required.

Filing

- Organise filing system and keep filing up to date.

Shredding

- Documents to be shredded due to the sensitive nature of business at the Town Council office.

Halls and Rooms Bookings

- Confirm availability and put in temporary bookings as required. Pass booking forms to Administration officer.
- Produce weekly diary (*when admin officer on leave*)
- Send confirmation letter (*when admin officer on leave*)
- Produce caretaker reports (*when admin officer on leave*)

Cinema

- Sale of cinema tickets.
- General administration.

Other

- To assist and support the office when necessary.
- Cover where required for leave and sickness.
- Undertake other jobs and special projects when required.