

Job Description

Post: P/T Office Administrator and Mayor's Secretary

Hours: 30 hours per week, 8.45am to 15.15pm with a 30 minute break.

Additional hours will be required to cover for the office assistant when on annual leave or sick leave.

Salary: SCP 7 - £25,544 FTE, £20,711 actual pro-rata salary

Terms: Permanent

Holiday: 25 days plus Bank Holidays

DAILY/WEEKLY TASKS

HALL AND ROOM BOOKINGS

- Deal with booking enquiries for the halls and rooms;
- Enter bookings on the Avalon Booking Manager (ABM) system;
- Send 'confirmation of booking' letter via email where possible.
- Ensure supplies of 'Application for Hire' forms and associated documents are kept up to date and accessible on the website and in the office
- Prepare copies of the diary and Caretakers report for each week;
- Maintain and update list of regular hirers and the dates/times they book;
- Ensure all regular hirers (including RTC meetings) are booked for the new financial year before any other bookings are taken (to avoid double bookings);
- Update ABM system when hire charges change;
- Take payments for deposits, invoices and bonds against damage as necessary;
- Remind occasional hirers' to collect keys where applicable.

ROOMS USAGE SPREADSHEET

- Keep Rooms Usage spreadsheet up to date.

CARETAKERS

Caretakers weekend rota – ensuring any additional bookings are covered.

Monitor caretaker's holiday and ensure all shifts are covered.

Monitor/occasionally inspect the cleaning of the Town Hall by the cleaner/caretaker

Keep caretakers fully informed either through memos and caretakers meetings

Ensure caretakers are fully informed of:

- bookings in the halls and rooms;
- new hall/room bookings taken after their copy of the diary has been prepared;
- any changes to existing bookings;
- hirers' requirements regarding set up of hall;

REPAIRS TO PREMISES

Report repairs required for Town Hall, MHR and Town Hall annex to North Herts Council Property Services using the SafetyCulture app or directly depending on the urgency.

Keep records and monitor status.

MAYOR, DEPUTY MAYOR AND TOWN CRIER

Record and communicate all Mayoral invitations.

Communicate with the Mayor and with the person/organisation inviting the Mayor

Record dates in the Mayoral diary and send regular updates of the diary to the Mayor

Ensure the Mayor has all details required for attending

Request 'Permission to wear the Chain of Office' where necessary.

Assist the Mayor with the planning/organising/publicity of Charity events

Record and communicate all invites requested for the Town Crier.

CORRESPONDENCE

Compose and type letters as required by Town Clerk.

WEBSITE

Keep website up to date with events and date of next council meetings etc.

Keep organisation page up to date with correct details.

Load Agendas & Minutes on to website, (draft and approved) making sure they are linked to the website when they should be.

Any other website updating that is necessary.

SOCIAL MEDIA

Post notices and news to Royston Town Council's social media accounts as and when required.

ENQUIRIES

Deal with telephone, email and reception enquiries as required.

FIRE ALARM SYSTEM

Test one fire alarm call point each Friday afternoon with the caretaker and record the results;

Report any faults with the system to North Herts Council.

Arrange annual Fire Drills and keep records

ACCESS DATABASES

Create new databases as required and update existing ones.

HEALTH & SAFETY

Ensure in-house health and safety checks are carried out and file the reports.

Ensure that the monthly compliance is carried out in conjunction with North Herts Council and Bradders Ltd.

Ensure Fire Marshal and First Aid training for staff complete and up to date, organise further training as required.

Ensure relevant training for Caretakers is undertaken.

Keep COSHH Register up to date and check First Aid boxes and re-stock as required.

ANNUALLY

FOLLOWING ANNUAL MEETINGS

Update Councillors' database and produce lists of councillors and their committees;

Update the Town Council website;

Update 'member's appointment to committees' list and give copies to staff/councillors;

Update photos of councillors and re-place on notice boards;

Send mail merge letters re. Council representatives on organisations;

Send thank you letters to outgoing mayor and consort;

Post incoming Mayor's message to the website/social media and update their Facebook profile.

Contact Minuteman Press Cambridge to update new mayor on board in Room 11.

CIVIC RECEPTION, CIVIC SERVICE, REMEMBRANCE DAY & CHRISTMAS CARDS

Update database;

Update standard letters (and form for local organisations – Civic Reception only);

Send copies of invitation lists to interested parties (e.g. Town Clerk, Mayor, Chris Murphy);

Prepare invitations/Xmas cards for posting.

COMMUNITY SERVICE AWARDS

Keep records, send letters to recipients and produce certificates

COMMUNITY TRUST FUND AWARDS

Update application form and post on website/social media when closing date for application confirmed. Send press release.

Keep records and send letters to recipients.

Send out Evaluation forms and monitor responses.

ELECTIONS

Ensure Heritage and Market Hill Rooms halls are booked and confirm with Electoral Services at North Herts Council;

Arrange caretaker cover for early start and late finish at the Town Hall.

Arrange for keys to Market Hill Rooms to be collected for Presiding Officer before the election (caretaker cannot be at both halls at the same time).

Update 'Information for Members of the Public' lists if any councillors change.

Town Council Elections:

After election prepare:

- ***Declaration of Office*** forms for councillors to sign;
- ***New lists of councillors*** - 1 for office, 1 for public (differ if councillors have information they do not wish disclosed to members of the public);
- update ***'Councillors'*** database, queries and reports;
'Members' appointment to committees' list;
'Councillors and their Committees' list;
'Civic' List.

DECLARATION OF INTERESTS

Keep Declaration of Interests document up to date.

MAY FAYRE ASSISTANCE

To assist the Assistant Town Clerk with the organisation and planning of the May Fayre

To receive and record the applications and payment for Charity pitches

To receive and record the applications for Commercial pitches and ensure relevant Health and Safety documentation and insurances are received.

EMERGENCY PLAN

Check on an annual basis.

Update forms on the computer with contact details etc.

Distribute plan if updated.

Distribute contact details to Plan Management Committee if needed.

Check Emergency box and restock as required.

COVER FOR ADMIN ASSISTANT WHEN ON LEAVE OR OFF SICK

OTHER DUTIES AS ASSIGNED