

Stocksbridge Town Council

JOB DESCRIPTION

POST TITLE

ASSISTANT TO THE CLERK
PART TIME

GRADE

£28,624 - £30,060 pro rata
Actual salary £10,831 – £11,374

HOURS OF WORK

Normally a notional 14 hours per week
Core hours 9.00-9.30am to 2.00-2.30pm Tuesdays and Thursdays and to take the minutes of the Town Council meeting held on the 2nd Thursday of each month except August and to take minutes of the Committee meetings held on one Tuesday in the month with the exception of August.
Council meetings are held in the evening.
Other hours worked within a flexitime system.
Work is all office based.

RESPONSIBLE TO

Employed by the Town Council
Responsible to the Clerk on a day to day working basis

RESPONSIBLE FOR

Other employees of the Town Council in the absence of the Clerk

HOLIDAY AND SICKNESS RELIEF

By the Clerk
For some of the duties of the Clerk

PURPOSE OF THE JOB

To provide an efficient and effective, secretarial, clerical and administrative support to the Town Council through the Clerk.
To provide an efficient and effective minute taking provision to the Town Council.

DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her responsibilities in compliance with the policies of the Town Council and within any current legislation applicable and to agreed service standards.

1. To act as receptionist for telephone and personal callers during office hours.
2. To provide a secretarial, clerical and administrative support to the Clerk and through him/her to the Town Council.
3. Provide a contact at the office to enable the public to have access to relevant documentation and to be able to make representation to the Town Council.
4. In conjunction with the Clerk respond in writing to enquiries/correspondence.
5. In conjunction with the Clerk to produce agendas and minutes, for the meetings of the Town Council and its Committees. Ensuring all such documents are issued on time.
6. To attend the Town Council meeting and Committees and take minutes.
7. To produce agendas, minutes, letters, reports and any other documents and ensure these are issued on time.
8. To maintain and develop the office filing system.
9. To assist the Clerk in the provision of financial data.
10. To ensure the stock of office consumables is replenished as required.
11. To undertake job related training as required.
12. To provide cover for the Clerk in his/her absence at the Town Council and Committee meetings and for some duties in the office.
13. To maintain a computerised system for planning records.
14. To assist with management of the Town Hall building and its tenants.
15. To maintain confidentiality in all areas of Council business and duties, except where public rights of access are granted.
16. To ensure that the Town Council website and Facebook page is kept up to date with relevant information.
17. To assist the Clerk in the production and distribution of the Town Council's Annual Report.
18. To ensure the Town Council's compliance with relevant Health and Safety Legislation.

Any other duties which do not change the character or purpose of the post as may be determined between the postholder, Clerk and the Town Council.

ISSUE DATE

January 2025