

Kidsgrove Town Council  
Victoria Hall  
Liverpool Road  
Kidsgrove  
Staffordshire  
ST7 4EL

Tel: 01782 782254

[www.kidsgrovetowncouncil.gov.uk](http://www.kidsgrovetowncouncil.gov.uk)



## **POST TITLE: Assistant to the Clerk**

### **LOCATION:**

Kidsgrove Victoria Hall, Liverpool Road, Kidsgrove, ST7 4EL

### **HOURS:**

16 hours a week to be worked flexibly, usually week day mornings, to suit the Town Council needs.

### **SALARY RANGE:**

Salary will be negotiable and will be pro-rata depending upon skills, qualifications and experience within NJC Scale LC1 Spinal Points 7 – 13.

The job will be subject to a six-month probationary period and subsequent annual performance reviews.

### **RESPONSIBLE TO:**

The Clerk

### **JOB PURPOSE:**

The Assistant Clerk will perform a wide range of administrative and office support activities together with the rest of the Office Team in order to facilitate the efficient operation of the Town Council under the direction of the Clerk.

This post fits within the overall Town Council team. Whilst a degree of independence, flexibility and self-motivation are all key attributes the post holder will be integral to the Council's overall effort to improve services for local people and to drive projects forward.

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. To assist the clerk in the preparation of agendas and minutes.
2. Attendance at Council, Committee and Working Party Meetings as required.
3. Correspondence and general administration.
4. To act as an initial point of contact for enquiries to the Council office. To receive visitors and deal with enquiries via telephone and in person as appropriate.

5. To assist the Clerk in driving the Council's work and projects forward. This may involve being given tasks and follow-up from meetings and to move these forward independently and sometimes producing a report for review firstly by the Clerk.
6. To assist the Town clerk in maintaining the Council's website and social media and to assist with newsletters and other news outlets.
7. To assist the Town Clerk in maintaining the Council's financial systems.
8. To assist the Town Clerk in maintaining the Council's assets.
9. To assist the Council with event organisation.
10. To assist the Clerk to administer the Parish's allotments.
11. To assist with the management of the Victoria Hall maintenance, health and safety and bookings.
12. To assist the Clerk in ensuring health and safety provisions are complied with.
13. To undertake any other task requested by the Council or the Clerk that is commensurate with the grade and/or hours of work, as may be reasonably required.

## PERSON SPECIFICATION

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Job Title: Assistant Clerk

Key Requirements		Desirable	Essential
Qualifications	<ul style="list-style-type: none"> <li>▪ Good general education (at least 5 C-A* GCSEs to include maths and English)</li> <li>▪ Certificate in Local Council Administration</li> </ul>	X	X
Experience and Knowledge	<ul style="list-style-type: none"> <li>▪ Previous experience in office environment</li> <li>▪ Knowledge of local government / local authority administration experience</li> <li>▪ Experience of working in a public facing role</li> <li>▪ Knowledge of Health &amp; Safety requirements</li> <li>▪ Knowledge of Kidsgrove Parish</li> </ul>	X X X X X	
Key Skills	<ul style="list-style-type: none"> <li>▪ Able to work in a small team or alone</li> <li>▪ Able to work on own initiative and complete tasks without supervision</li> <li>▪ Confidence in dealing with unexpected and difficult situations and people</li> <li>▪ To assess situations and offer solutions</li> <li>▪ Be computer literate and confident user of Word, Excel, Outlook and the Internet</li> <li>▪ Have website and social media (including Facebook / Twitter) skills</li> <li>▪ Excellent time management</li> <li>▪ Methodical working approach with high levels of accuracy and attention to detail</li> <li>▪ High level of administrative skills</li> <li>▪ Experience of Agendas and Minute taking</li> <li>▪ Good standard of written communication</li> </ul>	X	X X X X X X X X X X
Personal Qualities	<ul style="list-style-type: none"> <li>▪ Excellent face to face communication and telephone manner</li> <li>▪ Well organised</li> <li>▪ Flexible and able to multi-task</li> <li>▪ A willingness to learn and take responsibility for own personal development</li> <li>▪ Collaborative working style</li> <li>▪ Pro-active and innovative approach to work</li> </ul>		X X X X X X
Other	<ul style="list-style-type: none"> <li>▪ Driving licence and access to car/cycle</li> <li>▪ Willingness to work occasional unsocial hours</li> <li>▪ Willingness to work flexible hours</li> </ul>		X X X