



Seaford Town Council



Admin Assistant Job Description - October 2021

Responsible to: Assistant Town Clerk
Hours: 37 hours per week
Grade: SCP 6-11

1. Job Purpose

To provide vital support to the Assistant Town Clerk and also take ownership of the office administrative functions, in turn supporting the operation of the Town Council as a whole.

2. Areas of Day-to-Day Responsibility

Incoming enquiries
General office administration
Meeting administration (staff meetings and liaison meetings)
Assistant Town Clerk support
Communications and publication support

3. Line Reporting

- 3.1 Reports to the Assistant Town Clerk.
- 3.2 No direct line reports with responsibility for.

4. Specific Responsibilities

Incoming Enquiries

- 4.1 First point of contact for general incoming enquiries, including:
 - a. Monitoring email inbox and either handling directly or passing to relevant other staff member.
 - b. Receiving incoming phone calls / voicemails on main phone line and either handling directly or passing to relevant other staff member.
 - c. Processing any post received.
- 4.2 Ensuring that the Admin email inbox is kept tidied and logically managed, to enable others to cover monitoring this inbox in your absence.

General Office Administration

- 4.3 Day-to-day responsibility for:
 - a. Monitoring stock levels of and ordering stationery – keeping stationery cupboard tidy and easy to access.

- b. Being the 'photocopier guru', assisting with problems if you are able to, if not then liaising with the provider to arrange repairs/services. Undertaking photocopier-related tasks; adding on new users, changing toners etc.
- c. General office photocopying and scanning duties.
- d. Managing the general office space and communal areas; keeping them presentable, reviewing notices to see if they are up-to-date or new ideas for notices, carrying out common sense level of assessing risks i.e. are pathways blocked by boxes of paper etc, tidying the kitchen, ensuring meeting rooms are set out accordingly for day-to-day meeting use.
- e. Responsible for managing the Town Council's electronic filing system, contact address book and Office Information Pack, among others.
- f. Other general office administration tasks as may be identified.

Meeting Administration (Staff Meetings and Liaison Meetings)

- 4.4 Administration of office staff meetings; managing calendar entries/room bookings, taking notes from meetings and circulating.
- 4.5 Administrative support to liaison meetings held by the Town Council, such as Strengthening Local Relationship meetings (held with a number of external partners); will usually include supporting arrangement of dates, the issuing of agendas, taking notes and circulating.

Assistant Town Clerk Support

- 4.6 Supporting the Assistant Town Clerk with tasks delegated (see Assistant Town Clerk's job description for areas of responsibility associated with this role); will always be within scope and grade of this role.
- 4.7 Supporting the Assistant Town Clerk, as required, with ad hoc new projects taken on.
- 4.8 In the absence of the Civic Officer, supporting the Assistant Town Clerk, where required, to cover key ongoing tasks.

Communications and Publication Support

- 4.9 Assisting with monitoring the Town Council's website and social media accounts to ensure information is up to date, contact from members of the public through the sites is being responded to and helping ensure these sites are fully functional for the Town Council.
- 4.10 Responsible for creating and issuing an engaging fortnightly e-bulletin.
- 4.11 Responsible for scheduling, creating and circulating eye-catching email banners detailing key Town Council news, events and/or updates.
- 4.12 Writing and/or the circulation of press releases as and when required with regards to Town Council news, events, services or civic updates.
- 4.13 Using initiative to suggest new methods and/or ideas for increasing the effectiveness and/or the marketing and communication of the Town Council.
- 4.14 Assisting with the creation of annual publications, such as the Annual Report, Council Tax leaflet and other similar publications.
- 4.15 Other communication and publication support tasks suitable to the scope and grade of your role.

Miscellaneous

- 4.16 Other reasonable tasks that arise within the scope and grade of the post.