



Assistant Clerk - 20 Hours Job Description

All duties and responsibilities will be carried out with strict regard for Health & Safety regulations, the Council's rules, regulations and policies in force. This job description sets out the main duties of the post. Such duties may vary from time to time, without changing the general character of the post, or the level of responsibility entailed.

Administration

1. Responsibility for taking bookings, issue/receive booking forms and deposits - check compliance with booking T&Cs e.g. any necessary licenses, insurance etc.
2. Responsibility for invoicing all hirers on a monthly basis and chase up payments where necessary.
3. Responsible for football bookings, associated payments, scheduling and general day to day enquiries.
4. Providing advice and guidance to hirers on the use of resources available at the facilities and ensure the Pavilion is adequately resourced and ready for bookings.
5. To deal with correspondence which includes opening post, drafting letters for review by the Clerk, responding to emails.
6. To gain a working knowledge of all aspects of the Clerk's role and be able to provide cover for holidays, sickness and unforeseen circumstances.
7. To act, in a professional manner as a representative of the Community Council and assist in providing a point of contact for customer enquiries and general admin duties.
8. To assist the Clerk in ensuring that accurate agendas and reports are available for all meetings of the Council, its Committees and Working Groups.
9. Update the Council notice boards to ensure all details are accurate and posted in time for upcoming meetings

Facility Checks, Maintenance & Health & Safety

1. Responsibility for playground inspections to be undertaken weekly and paperwork completed. Any immediate remedial work completed on site, with more complex tasks reported back to the Clerk and appropriate quotes obtained for their completion.
2. Responsibility for carrying out premises and equipment checks, once a week to ensure it is safe and secure and to help with identifying maintenance issues, which should be reported back to the Clerk
3. Assisting the Clerk to ensure Maintenance tasks are scheduled and carried out accordingly. Obtaining quotes and updating the Clerk on issues and work carried out.
4. Responsibility for carrying out fire testing weekly as per the fire safety policy.
5. Acting as a point of contact for cleaning contractors.
6. Monitoring use of facilities by regular hirers ensuring hire conditions are met.
7. Maintaining and checking the defibrillators situated across the village.
8. Checking CCTV recordings and live feed in line with the CCTV Policy.
9. Responsibility for ensuring all health and safety records associated with Council assets are up to date and liaising with the Clerk where necessary.
10. Assisting the Clerk in ensuring that health & safety requirements are fully complied with for the wellbeing and safety of all who visit or work in the facilities.
11. Joining the Clerk on a Health and Safety inspection twice a year to assist the Clerk in updating the relevant policies.

Promotion and Marketing

1. Building excellent relationships with regular and casual hirers of facilities by being reliable and professional and providing high quality customer services support.
2. Advertising new courses, events and activities to the community by managing Facebook, Instagram and accounts for PR and marketing purposes.

Financial Responsibilities

1. To assist the RFO in ensuring that the Scribe computerised accounts and financial management system is maintained with up to date records of income and expenditure of the Council, retaining and filing all original documents, ensuring that income due is billed and received promptly, and preparing the lists of schedules of payments to be authorised
2. To assist the RFO with cash handling, banking any other financial related tasks.

Projects

1. To carry out stand alone projects which will be delegated by the clerk and council which relate to deliverables in the community and pavilion.

Other Responsibilities

1. Undertake any other duties which may from time to time be allocated by the Council which may reasonably be expected to be carried out.
2. Attend training sessions as required and agreed by the Clerk to ensure knowledge is updated.
3. To work in a flexible manner to meet the requirements and demands placed on the Council.