ADMINISTRATIVE ASSISTANT – JOB DESCRIPTION

Responsibilities

Administrative Support

- Work with and support the Parish Council RFO and Parish Clerk to help ensure the smooth running of the council's daily activities as required.
- Take telephone calls, deal with enquiries, emails and act on their contents as appropriate on behalf of the council.
- Assist the council with projects, monitoring, quotations and income generation actions.
- Maintain general computer records and any relevant policies specific to the role.
- Attend meetings as and when required with the council sub committees.
- Manage the council noticeboards, website & social media pages and update as required.
- Look after the inspections of the playground areas and equipment under the control of the council, arrange annual inspections and arrange repairs and maintenance with contractors.
- Regularly check the defibrillators held by the council and deal with any issues.

Longburrow Hall

- Support with hall bookings, including:
    - Maintain the hall online booking system with Parish Clerk and Parish Council RFO including the MUGA bookings.
    - Providing a weekly rota to and liaise with the caretaker to ensure the rooms are accessible, set up as required with the correct furniture and that equipment is available for use by the hirer as agreed via the online booking form.
    - Act on own initiative, promote the use of the hall, show potential users around and arrange facility needs as required including the issuing and returning of front door keys.
    - Work with the Parish Council RFO to ensure hall booking invoices are generated, income receipts are in the bank and to manage the return of deposit refunds.

- Undertake daily hall administration including maintaining hirers Public Liability Insurance Certificates as required.

- Managing the facilities at the hall including:
  - Regularly check and test fire alarms, water and arrange PAT testing.
  - Respond to requests for cleaning materials and equipment.
  - Undertake maintenance reviews, Health and Safety checks, repairs and supervise contractors employed to carry out the actions needed.
  - Review CCTV footage to secure evidence for vandalism or damages to the hall following hall hire.
  - Support the annual review of the hall rules and prices in consultation with the council.

This job description is not exhaustive and serves only to highlight the main requirements of the role. The council may stipulate other reasonable requirements.

This job description will be reviewed regularly and may be subject to change.