Stokenchurch Parish Council
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JOB VACANCY

Closing date: 30th November 2026

JOB TITLE: Administrative Assistant to the Parish Clerk
ACCOUNTABLE TO: Stokenchurch Parish Council Clerk
CONTRACT: Fixed Term 3 Month Contract – 15 Hours per Week
SALARY: Salary upon application
LOCATION: This position will be based in the Stokenchurch Parish Council office (Longburrow Hall) to work in conjunction with other staff members.

Role objective:
The Administrative Assistant will work with and support the Parish Clerk and Responsible Finance Officer to help ensure the smooth running of the council's daily activities. The person appointed will be accountable to the Parish Clerk and will report to them as and when required.

Duties:

- Deal with phone and email enquiries 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.
- Supporting the management of Longburrow Hall and the grounds, including:
    - Maintain the online booking systems with Parish Clerk and Parish Council RFO
    - Providing a weekly rota to and liaise with the caretaker to ensure the rooms are accessible and set up as required.
    - Act on own initiative, promote the use of the hall, show potential users around and arrange facility needs as required.
    - 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.

- 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.

Skills & Values:

- Able to act as a point of contact for the council, communicate clearly and effectively, both verbally and in writing, in a supportive yet professional manner, while working collaboratively with a wide range of individuals and diverse personalities.

- Demonstrate a willingness to learn, continually developing both your personal skills and the tools used by the council to improve the efficiency of the role and the council functions.

- Confidently use a board range of technologies and demonstrate strong proficiency in a variety of applications including MS Word & Excel or their equivalents.

- Able to always maintain strict confidentiality, with a clear understanding of the professional and statutory responsibilities of the role.

For enquiries or to apply:
Please contact the Chairman with any enquiries. Should you wish to apply for the role please send your CV and a brief cover letter outlining your skills, values and experience against the duties above to the chairman.

Application closing date:
Interviews held:

Chairman Robin Thomas
rthomas@stokenchurch-pc.gov.uk