
JOB DESCRIPTION – Reception/admin

Job title:	Reception/Administrator
Location:	Duston Parish Council
Salary:	NJC point 9 £13725 pro rata (£7419 for 20hrs)
Allowances:	Mileage allowance
Hours:	20 hours per week (Mon-Fri 9am-1pm)
Responsible to:	Deputy Clerk

JOB PURPOSE

To make Duston a great place to live work and play.

To maintain a welcoming reception area and be the first point of contact for visitors to the Parish Council and Parish centres.

To assist with Parish administration

KEY RESPONSIBILITIES

- To be the first point of contact for the public visiting the parish office or centres
- To undertake reception duties within the Parish Office and or Parish Centres.
- To answer the phone, take messages and report issues via online portals.
- To assist with Parish Administration including filing and archiving.
- To ensure the office and reception areas are kept tidy.
- To ensure internal office and centre notice boards and displays are up to date.
- To assist with committee preparation, photocopying, Cllr packs etc.
- To maintain post register
- To coordinate and order stationary
- To assist with centre viewings by the public prior to booking.
- To undertake data entry.

PEOPLE AND RESOURCES

The jobholder is responsible for the following people and resources:

- None

Job-holder's position in relation to their manager, peers and direct reports:

- Accountable to Deputy Clerk
- Member of Parish Administration team

JOB DEMANDS

This job entails the following demands:

- Being available 5 sessions per week Mon-Fri 9-1
- Ability to use IT

GENERAL

You will be required to undertake any such additional duties as determined by the Council. You will be required to work flexible hours to meet the demands of the business.

The details contained in this job description, reflect the job content at the date the job description was prepared.

Duston Parish is progressive and currently increasing its responsibilities, therefore it should be remembered, that it is inevitable that over time the nature of the individual's job will be subject to change; existing duties may be lost and duties gained without changing the general nature of the post and responsibilities entailed.

PERSON SPECIFICATION

	Essential/Desirable?		Methods of Assessment		
			Application Form	References	Assessment Centre
KNOWLEDGE and SKILLS					
Experience of working in a busy office environment	E		X	X	X
Confident in using Microsoft office systems Word Excel Outlook	E		X	X	X
Strong interpersonal skills	E		X	X	X
Good organisational skills	E		X	X	X
Excellent customer service skills	E		X	X	X
ATTRIBUTES					
Ability to use own initiative and experience to seek solutions	E		X	X	X
Ability to work as part of a team	E		X		X
Enthusiasm for delivering quality services to the community	E		X		X
Commitment to personal development		D	X		

REVIEW AND SIGNATURES

This document will be reviewed from time to time to ensure that it continues to reflect our vision, values and priorities.

Prepared by:	
Job title:	
Date:	

Job evaluation date:	
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Name of job holder:	
Job holder's signature:	
Date:	