ADMINISTRATOR
JOB DESCRIPTION

Overall Responsibilities

1. The administrator will generally work under the instruction of the Clerk to ensure the smooth running of the Town Council.

2. To provide comprehensive administration support to the Clerk and Town Council.

3. To use initiative to carry out the specific responsibilities with minimal supervision.

4. To deal with enquiries from members of the public or council, in person, telephone, email or social media.

Key Duties & Responsibilities

1. Updating and maintenance of asset registers and obtaining insurance quotes.

2. Updating/amending the Council’s policies, under the direction of the Clerk.

3. Updating/amending the Council’s risk assessments as directed

4. To issues invoices on behalf of the Council for goods and services and to ensure paperwork is forwarded to the Clerk to ensure payment is received.

5. To manage the booking and invoicing of the Plaza Community Centre, Town Council office and the Chancery Lane Playing Field.

6. To liaise with the Caretaker and Facilities Manager to maximise bookings.

7. Administration of cemetery, including burial bookings, paperwork, liaising with undertakers and contractors to arrange funerals and ensure cemetery records are kept up to date.

8. Ordering of necessary parts, required by the Facilities Manager for play equipment and arranging the annual inspection report.
9. To work with community groups on designated projects, preparing stationery as required.

10. To ensure all council leaflets and tourism documents are updated and available.

11. To assist with funding applications as required.

12. Co-ordinating archive items for the record office.

13. Ordering stationery and supplies for office and community centre use.

14. To resolve queries received by telephone, email, social media, in writing or face to face in an efficient, professional and courteous manner.

15. To report and maintain a street doctor reporting system.

16. To prepare the quarterly newsletter and arranging printing and distribution.

17. Updating and maintenance of the planning application file.

18. Liaise with external contractors for works in the town in conjunction with the Facilities Manager.

19. Ensuring contractors’ public liability insurance certificates and Health and Safety processes are up to date.

20. To assist in the smooth running of special events ie Christmas Lights, Fireworks and Party in the Park.

21. To act as Clerk for working party meetings as required and for Council meetings in the absence of the Clerk.

22. To maintain the Mayoral Calendar.

23. Maintain and update website and social media channels.

24. To maintain a comprehensive filing system.

25. To undertake routine administrative tasks as required.

26. To act as the representative of the Council as required.

27. To attend training courses or seminars on the work and role of Administrator as required by the Council.

28. To undertake any other duties from time to time as specified by the Council.

Updated 01.07.16