



Administrator
Job Description
SCP 16-20 (£29,572-£31,586)
(Pro rata)

Part Time Administrator required – 22.5 hours a week (flexible working hours)

We have an exciting opportunity for an Administrator to join our small team. This role will offer a variety of duties and whilst experience of working in local government or other public services is desirable, you will be working in a flexible environment and will be provided with necessary training and support.

We are offering:

- SCP 16-20 (£29,572-£31,586) (pro rata)
- Access to the career average Local Government Pension Scheme.
- 25 days annual leave (pro rata) rising to 28 days on completion of 5 years service.

Overall Responsibilities

To provide administrative general office support to all Council departments and to carry out their responsibilities and undertake delegated tasks as and when required.

To assist with the management of the Council website and social media platforms and with enquiries from Councillors and the public about council services/activities and refer them to other agencies when appropriate. Reporting to Finance and Administration Manager.

Specific Responsibilities

1. Individually and as part of the team provide general office support, dealing with callers/visitors, handling mail and filing.
2. Support communications team with website content updates, ensuring timely publication of news items, and council documents.
3. Support social media platforms to drive brand awareness and engagement including monitoring and responding to comments.
4. Maintain and support information systems such as allotments and room bookings.
5. To record and co-ordinate responses to complaints from councillors and the public.
6. To attend meetings, as required, and prepare appropriate minutes and reports.
7. To receive correspondence and documents on behalf of the Council, and to deal with the correspondence or documents, or bring such items to the attention of the Clerk, Deputy Town Clerks and Finance Manager as appropriate.
8. Assist with more complex support by undertaking research or investigations.
9. To assist in the organisation, facilitating and support of Council events, and Council supported events.

Closing date: Midday 24th February 2025

It is anticipated that interviews will be held week commencing 3rd March 2025.

PERSON SPECIFICATION

Post Title: Administrator	
Essential	Desirable
Qualifications and Knowledge	
A good general education demonstrating numeracy and literacy. NVQ Level 2 or equivalent	NVQ Level 3 or equivalent. A knowledge and understanding of Local Government.
Experience	
Experience in a similar role covering a broad range of support tasks and procedures Experience in using office applications on a personal computer.	Experience using Microsoft Office. Experience using Wordpress.
Skills and competencies	
Writes clearly, succinctly and correctly. Ability to organise self and work without constant supervision. Skilled in using office applications on a personal computer. Able to apply technology in new work-related situations. Able to follow instructions and procedures without constant supervision. Ability to form appropriate relationships quickly. Knowledge of a broad range of work related tasks and procedures together with the operation of associated tools and equipment.	Advanced skills in Microsoft Office.
Physical, mental, emotional and environmental demands	

Usually works in a seated position. Some standing, walking, stretching or lifting. Regular periods of concentrated mental attention with some pressure from deadlines, interruptions and conflicting demands. Contact with the public may result in some emotional demands.	
Motivation	
A commitment to providing a quality administrative support service. Reliable and keeps good time. Demonstrates integrity and upholds values and principles. Promotes equal opportunities and diversity in all aspects of work. Appropriately follows instructions to achieve set objectives. Works collaboratively to achieve team spirit. Adapts to change by adopting a flexible and cooperative attitude.	
Other	