



St Stephen in Brannel Parish Council

Linda Ranger PSLCC, Cert HE - Clerk and RFO

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Office 2, Brannel Room

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St Austell, PL26 7NN

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Job Description

Job Title:	Administrator
Type:	Part time (Permanent) – 18 hours per week including evening meetings
Salary:	National Joint Council SCP5 to SCP 8 – starting at £10.04 per hour (pending national pay award)
Reports To:	Clerk & Responsible Finance Officer

Main Purpose of the Role:

The Administrator is responsible for providing secretarial, clerical and administrative support to ensure the Parish Council services are provided in an effective and efficient manner. Work will be directed by the Clerk & Responsible Finance Officer and will include committee work along with general office support.

Main Duties & Responsibilities:

1. Provide office support services

Main activities include

- Receive, direct and relay telephone messages;
- Direct the general public to the appropriate staff member or other organisation/external contact;
- Open and sort all general correspondence;
- Assist in maintaining the general filing system;
- Assist with the set up of Council and Committee meetings;
- Attendance at Council and Committee meetings;
- Taking and typing up of meeting minutes;
- Respond to general public queries;
- Provide word processing, secretarial and administrative support; and
- Assist the Clerk & Responsible Finance Officer as and when required.

2. Brannel Room

Main activities include

- Managing the bookings of the Brannel Room;
- Liaising with the caretaker;
- Receive, record and write receipts for any monies collected;
- Maintain a current and accurate payment record; and
- Issue invoices on a monthly basis.

3. Manage the Parish Council website and social media accounts

Main activities include

- Update and maintain the Parish Council website ensuring accessibility and transparency compliance; and
- Ensure the Parish Councils social media accounts are updated and relevant.

4. Other

Main activities include

- To undertake other duties appropriate to the post as required;
- Assist the Clerk & Responsible Finance Officer in ensuring the legal, statutory and other provisions governing or affecting the running of the Parish Council are met;
- Attendance at training and other events;
- Abide by the policies and procedures of the Parish Council;
- Be familiar with the computerised accounts system; and
- Support the Assistant Clerk in maintaining an adequate level of office supplies.