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| <b>Job Title:</b>  | <b>Clerical Assistant</b>                 |
| <b>Department:</b> | Office                                    |
| <b>Salary:</b>     | £19,819.00 - £27,358.00 (Band D) Pro Rata |
| <b>Reports To:</b> | Town Clerk and/or Finance Officer         |

### Job Purpose:

The job will be based around 20/25 hours per week with time taken off in lieu to cover the evening meetings. Flexible working hours will be available with the exception of the evening meetings which are normally scheduled for the year.

In conjunction with the Town Clerk to provide a quality clerking service for the Council and its Committees. To provide active support for the Council by completing a wide range of administrative duties, supporting and covering for other staff members.

### Responsibilities:

To prepare in consultation with the appropriate members, agendas for meetings of the Council and its Committees.

To manage and maintain the land leases held for Bracknell Town Council and digitally archive.

To assist with the production of a Spring/Winter Newsletter.

To assist with the preparation of Press releases and other media engagement as required.

To attend meetings of the Council and Committees and take formal minutes other than where such duties have been delegated to another Officer. Council/Committee meetings are normally held on a Tuesday evening with adhoc Working Group meetings arranged as required.

To assist with general office duties as required including accurate word processing, report writing, e-mail and diary management.

To answer general enquiries by telephone, e-mail, correspondence and in person; providing accurate and timely information as necessary.

As necessary to meet and greet people arriving at the reception desk.

As necessary to assist with the management of hall bookings, synthetic and grass pitch lettings including maintenance of the Council diary, raising invoices as appropriate.

To supervise the administration of the TV Licence Grant Scheme.

To assist with the preparation of Press releases and other media engagement as required.

To maintain confidentiality in relation to all staff and service user documentation to comply with the Data Protection Act.

To help with the administration of outdoor events, ensuring appropriate Risk Assessments have been completed.

To attend training and workshops as requested.

To deputise for other local staff as requested / required.

To assist with staff training as appropriate.

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## Responsibilities:

To deputise for other local staff as requested / required.

To assist with staff training as appropriate.

To maintain personal timesheet, expense record and mileage log in accordance with Council policy and procedure.

To work at all times to maintain The Council's policies with regard to confidentiality, equal opportunities, anti-discrimination, and health and safety.

To carry out any other reasonable duties commensurate with the responsibilities of this post that may from time to time be requested.

## Knowledge, Skills & Experience:

### Essential

- Ability to follow written and verbal instructions
- Excellent IT skills
- Knowledge of Microsoft computer packages
- Good organisational and communication skills
- Ability to react appropriately in changing situations
- Previous experience in an administrative role
- Positive attitude
- Committed to attention to detail

### Desirable

- Minute taking experience
- Knowledge of council related operations

## Sites, Buildings, Equipment and Health and Safety:

To work with other Council staff to ensure the maintenance of a clean and safe environment for staff and visitors, ensuring all appropriate Health and Safety guidelines are adhered to in accordance with Council Health and Safety policy.

To ensure health and safety in relation to Brooke House offices and meeting rooms.

To ensure items requiring maintenance / repair are promptly referred to the appropriate person.

## Note:

No job description can cover every issue which may arise within the job and it should be noted that the above list of main duties and responsibilities is not an exhaustive statement of the final duties of the post. The postholder is expected to carry out other duties from time to time which are broadly consistent with those in this document. This Job Description is intended to give an overall view of the position and should be taken as guidance only.

To apply please complete the application and equal opportunity forms and send to:

[enquiries@bracknelltowncouncil.gov.uk](mailto:enquiries@bracknelltowncouncil.gov.uk) or Brooke House, 54 High Street, Bracknell, RG12 1LL.

Please note CV's on their own will not be accepted.

**Closing date: 23rd July 2018**

