



St. Anne's on the Sea Town Council

West Lodge, 5 St George's Road, St Anne's on Sea Lancashire FY8 2AE

Town Clerk Kevin Martin 01253 781124

Email townclerk@stannesonthesea-tc.gov.uk

JOB DESCRIPTION

Post Title:	Administration & Support Officer (25 hours per week)
Accountable to:	Town Clerk
Responsible for:	N/A
Salary Grade:	SCP 6 currently £19,698 per annum pro-rata
Job Summary:	<p>To support the Clerk and other officers in the day-to-day operation of the reception and the general office</p> <p>To support all administrative aspects of the Council's services, activities, and events</p> <p>To create, prepare, input, maintain and use data to support the effective use of the Council's main software systems covering finance, allotments, and events</p> <p>To carry out a range of administrative support work and deal with a wide range of queries from the public and Town Councillors about the business of the Council and partner organisations</p>
Functional Relationships:	<p>Town Clerk for general direction and leadership</p> <p>Responsible Finance Officer for guidance, advice and support with day-to-day duties</p> <p>The Town Council's Chairman/Mayor for support with Mayoral activities</p> <p>Town Councillors for assistance with information and queries</p> <p>External customers and representatives of partner organisations</p>

Key Responsibilities:

To undertake a wide range of administrative tasks related to the operation and delivery of all aspects of the Council as a business.

This will include administrative tasks relating to allotments, business activity, finance related matters, agendas and meetings

To use, maintain and update records on the Council software systems

To have a general duty of care towards matters relating to the Council's day-to-day business activities

To assist with the maintenance of Council records (both electronic and manual)

To keep up to date with Council business through reading of minutes

To assist with the co-ordination of the Town Council's Chairman/Mayor's diary and engagements.

To give support, where appropriate, to all Ward Councillors to help promote suitable non-Mayoral events generally within their Council wards.

To assist with all aspects of the Council's involvement in public events

To assist with aspects relating to the use and occupation of West Lodge

To support the Council's meetings. Attending meetings, taking notes and carrying out actions relevant to the grade

To support project and research work as required

To assist with the use and development of the Council's website and social media accounts

Other responsibilities:

To assist with incoming phone calls, post, and visitors to the office

To stand in for absent office colleagues on matters in the normal Council schedule

To observe and work in line with any regulations and legislation that might reasonably be expected e.g. Health and Safety, Fire, Equality & Diversity, Human Rights, Data Protection

To carry out, subject to the requirements of the Clerk, evening & weekend work e.g. minute taking at Council meetings and attendance at Council events for which notice will be given and time off in lieu given

To undertake any training as required and contribute generally to the development of the Council's activities

Administration and Support Officer Job Description – July 2021