



WADEBRIDGE TOWN COUNCIL

JOB DESCRIPTION

Post: ADMINISTRATION ASSISTANT

Salary: £18,672 - £19,446 (SCP 17-19)

Term: Full Time, permanent

Hours: 37 hours per week

Located: Town Hall, The Platt, Wadebridge

Responsible to: Town Clerk

RESPONSIBILITIES:

- Deal with and record general enquiries and issues arising from the Public, Council and others, including face to face, over the telephone and by email/in writing.
- Assist with the preparation of agendas, reports and supporting information.
- Attend meetings, daytime and evening, as and when required and assist with minute taking and preparation of the Minutes of meetings.
- Maintain the Town Council's website being responsible for the content of the Council website and keeping the site updated in liaison with the Town Clerk.
- Maintain the Town Council's Social Media being responsible for the content and keeping the information updated in liaison with the Town Clerk.
- Maintain and manage all car park income records, processing car park fines, and collecting and banking payments in liaison with the Finance Officer. Liaise with the car park inspector and report to the Amenities Manager in respect of car park operations.
- Manage bookings from the public for the various public rooms owned by the Town Council, issuing invoices and receiving and banking payments in liaison with the Finance Officer.
- Maintain the bookings diary system and liaise with the Amenities Manager and Caretaking Staff in relation to booking requirements.
- Provide administrative support to the Town Clerk and Councillors as required.



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- Undertake clerical tasks on behalf of the Town Clerk and the Council. e.g. filing, scanning, photocopying, collating, compiling, disseminating, archiving and shredding of documents and information.
- Comply with legislation/Council policies and to maintain confidentiality as required by the Council.
- Assist with updating/amending the council's policies, procedures, risk assessments and asset registers.
- Assist with records management, maintain a comprehensive filing system and order stationery items.
- Assist with data protection responsibilities and Freedom of Information requests.
- Attend training courses or seminars if required by the Council.

The list of responsibilities is not to be regarded as exclusive or exhaustive; there may be other duties and requirements associated with the post and in addition the post holder may be required to undertake various other duties and/or hours of work as may be reasonably required either at the places of work stated or at any other of the Town Council's establishments.