



Working for our Community

Assistant Clerk – Job Description

Job Purpose

To provide professional and reliable support to the Parish Clerk and Councillors.

To ensure the smooth running of services within the Council and provide a proactive support to the administrative needs of the Council.

Main Duties

To assist the Clerk to ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.

To assist in monitoring correspondence in and out of the Parish Council and act on tasks required as they arise.

To deal with routine enquiries from the public.

Council Meeting Support

To assist in ensuring that members receive all relevant correspondence in preparation for meetings.

To assist in ensuring that agendas and minutes are published on relevant places of notice within the legal timeframes.

To act as cover, when necessary, for the Clerk in their absence at council meetings by taking the minutes of those meetings.

General Support

To place orders for equipment and stationery and maintain

To maintain an effective filing system recording council records and procedures.

To support the day-to-day management of assets and facilities including the cemetery, allotments and pavilion.

To prepare the parish magazine.

To support with the management and development of the Council's website and social media.

To help organise civic events and other celebration events.

To assist in the delivery of council business.

The above is not an exhaustive list of duties and you will be expected to perform different tasks on a weekly basis as determined by your own activities and as required by the Clerk.

Skills and Experience required

	Essential	Desirable
Education	GCSE C and above (or equivalent) in Mathematics and English Language Excellent communication skills	Knowledge of Scribe accounts package
Work Experience	Working with the public	Local Government experience. Working with volunteers
Skills and Knowledge	Computer literate with experience of Word, Outlook and Excel spreadsheets.	Minute taking Report writing Social Media knowledge Communications design
Personal	Good interpersonal skills Calm, polite and patient Ability to work on their own and to prioritise and plan. Self-motivated.	
Other	Own transport	

Conditions of Employment

The conditions of employment and remuneration are based upon the National Association of Local Council's salary recommendations. The salary range is LC1 SCP 7 to 12 (£26,403 to £28,598) pro rata per annum depending upon qualifications and experience.