



CARTERTON TOWN COUNCIL
TEMPORARY GENERAL ADMIN ASSISTANT

An exciting opportunity has arisen for a community minded and motivated individual to join Carterton Town Council as a General Administrative Assistant.

The council is seeking to recruit an Administrative Assistant to carry out the day-to-day admin duties of the Council. The successful applicant will have good IT skills and a solid administrative background; confident communication skills, both written and verbal are essential, as are the ability to work unsupervised and meet deadlines. To provide administrative support at council meetings and committees, including taking minutes.

Located at the Town Hall, 19 Alvescot Road, Carterton, OX18 3JL.

Temporary six-month post.

HOURS OF WORK: 25 hours per week paid, plus TOIL (time off in lieu) for attendance at regular evening meetings

SALARY: SCP 8 (currently £22,777 p/a pro rata)

Application deadline: 17th April 2023

If you would like more information or wish to apply for this role, please submit a CV and a covering letter to the Town Clerk: Kay Linnington, via email to klinnington@carterton-tc.gov.uk.

Job description and person specification attached.

GENERAL ADMIN ASSISTANT - JOB DESCRIPTION

POST TITLE: General Administrative Assistant – Temporary six month post

HOURS OF WORK: 25 hours per week paid, plus TOIL for attendance at regular evening meetings

RESPONSIBLE TO: The Town Clerk

SALARY: SCP 8 (currently £22,777 p/a pro rata)

GENERAL ROLE:

- To carry out the day-to-day admin duties of the Council as requested by the Town Clerk.
- To provide assistance by email, telephone, letter and in person to Members of the Public and elected Councillors.
- To provide administrative support at council meetings and committees, including taking minutes.
- To work as part of a team and support the Town Clerk.

MAIN RESPONSIBILITIES & DUTIES:

- To assist with administration tasks for all aspects of the Councils functions.
- To regularly attend evening council and committee meetings and take accurate minutes, at the direction of the Town Clerk.
- To assist with regular updates to Social Media sites including the Website, working collaboratively as a team to promote Community engagement.
- To assist with reception duties and cover when required, this includes but is not limited to; answering the phone, assisting members of the public.
- To work independently in providing appropriate and efficient responses to incoming and outgoing email, phone and written correspondence and documents relating to the day-to-day delivery of services.
- To carry out any other tasks at the request of the Town Clerk.

GENERAL ADMINISTRATION ASSISTANT – PERSON SPECIFICATION

Key Criteria	Essential	Desirable
Education and Qualifications	<p>Educated to GCSE level or equivalent, preferably with English and Maths</p> <p>High level of literacy</p>	A Level or equivalent
Competences (Knowledge, abilities, skills, experience)	<p>Good communication skills, both written and oral at all levels.</p> <p>Good knowledge of Microsoft Office 365 including Excel and Word.</p> <p>Good interpersonal skills.</p> <p>Strong administrative and organisational skills including ability to work in a logical manner, plan and organise work, prioritisation of multiple tasks, meet strict deadlines, attention to detail, maintain accurate records. Provide administrative support at council meetings and committees, including taking minutes.</p>	<p>Proactive and confident in the use of other IT solutions, website management and a range of social media.</p> <p>Good knowledge of Adobe.</p>
Other requirements	<p>Approachable to staff and members of the public.</p> <p>Able to work effectively when under pressure.</p> <p>Capable of anticipating problems and showing initiative to solve them.</p> <p>Flexible and willing to undertake a range of tasks.</p> <p>Willingness to undertake training.</p>	Practical experience in working in a busy office environment.