



Calverton Parish Council

The Council Room, Main Street, Calverton, Nottingham, NG14 6FG

Tel: 0115 9654560

Email: parishclerk@calvertonpc.org.uk

Vacancy

Temporary Administration Assistant

Calverton Parish Council is a large Parish with responsibilities over numerous assets and a vacancy has arisen, for a temporary Administration Assistant. The role exists to support the Parish Clerk and the Council office systems, duties include:

- Clerical:
 - Undertake basic clerical tasks on behalf of the Clerk and Council, this would include filing, scanning, photocopying, collating, compiling, disseminating, archiving, and shredding of documents & information.
 - To provide administrative support to the Clerk.
 - To be responsible for routine filing, including maintenance of the Council's filing and recording systems.
 - To comply with legislation / Council policies and to maintain confidentiality as required by the Council
 - To undertake internet and other research as requested.
 - To maintain such levels of stationery, refreshments, cleaning materials, first aid supplies and office equipment as deemed necessary by the Clerk and Council.
 - To maintain existing office procedures, taking particular responsibility for the maintenance of the allotment records.
 - To administer on a day to day basis the booking of Parish facilities, principally the Village Hall.
- Public Liaison:
 - To be the first point of contact in the office for visitors.
 - To answer the telephone in a professional manner, dealing with enquiries and ensuring effective message taking when needing to pass on an enquiry or information.
 - Under the direction of the Clerk to deal with email and correspondence, including replying, filing and maintaining a correspondence register.
 - To update the Council notice boards and to assist with the updating of the website.

The role is currently temporary, 25 hours per week to 31st March 2021. Salary and terms & conditions will be in accordance with National Association of Local Council pay scales and will be dependent upon experience. The applicant would ideally have some experience within local government, must be computer literate, with good communications skills both verbal and written.

For further details, please email: parishclerk@calvertonpc.org.uk

Please apply, by email to the address above or in writing to Calverton Parish Council, Main Street, Calverton, Notts. NG14 6FG. Attaching / enclosing your Curriculum Vitae.

The Closing Date is 24th August 2020.