****

**TOTTON & ELING TOWN COUNCIL**

**JOB DESCRIPTION**

**JOB TITLE** Administrative Assistant

**SCP**  8 - 11

**LOCATION** Civic Centre

**REPORTING TO Deputy Town Clerk/Head of Resources**

**MAIN PURPOSE OF JOB**

To assist with the provision of an efficient and effective administration service for the Council.

**KEY TASKS**

1. Together with Executive Assistant, manage football and boats bookings.

1. Provide lunchtime/annual leave/sickness ad-hoc support for Reception/Information Officers/Executive Assistant.

1. Assist with provision of an efficient and effective secretarial and support service for Councillors in line with agreed Council policy.
2. Assist with the running of the in-house vehicle fleet (including organising MOTs/Service etc.

1. Assist with the provision of general administration, photocopying and organisation of the post-out service. Carry out maintenance of appropriate records, deal with customer complaints, enquiries and bookings etc. as required.

1. Filing for all general Civic Centre work, including scanning of archive documents.
2. Assisting the Community Services & Projects Assistant with Health & Safety checks, such as the legionella checks and fire alarm test.

1. Organisation of distribution of Councillors’ post on a regular basis. Assist with the collation of Agendas, reports and updating of Councillors’ attendance records and minute index book.
2. Maintain appropriate levels of stationery and equipment for the Civic Centre and other Town Council buildings, in conjunction with the relevant managers.
3. Carry out administration tasks in relation to the toll bridge and distribution of exemptions for the toll bridge users and documentation thereof.
4. Assist with ad-hoc projects for SLT & SMT.

1. Take part in the Council’s appraisal scheme, assess own training needs and make recommendations to the Administration Officer.

1. Maintain systems for and receive booking for football, tennis etc on recreation grounds and adjacent courts.
2. Creation, distribution and management of the Council ID badges.

1. Ensure regular maintenance of Council noticeboards both internal and external.

1. Carry out any surveys required at the request of Town Clerk.

1. Recording of all inter-Council re-charges.
2. Any other reasonable and relevant tasks as required by the Council.

1. Provide cover in respect of Calmore Village Hall and Hounsdown Hall bookings when required during periods of sickness or annual leave.

1. To ensure that the Council’s work is processed according to Data Protection regulations, Freedom of Information Act and assist the public with related enquiries.

1. Take part in the Council’s appraisal scheme, assess own training needs and make recommendations to the Line Manager.

1. Ensure personal safety and that of other staff including complying with Health & Safety Policy and guidelines through regular liaison with Council’s Health & Safety Officer.