

# Office Administrator Job Description and Personal Specification

## Information about the role

The post holder, as part of a small team will support the day to day administrative functions of Thornbury Town Council and the services it provides. The council represents and serves the community of Thornbury and provides a range of services including the Mundy Playing Fields, the Chantry Field, several play areas, Thornbury Cemetery and the closed churchyard at St Mary's Church, the Armstrong Hall and the provision of local tourist information. The council also provides grants and other support to a range of local community organisations and events and we champion Thornbury and the community in work and projects with other agencies and organisations.

This is a full time role, 37 hours a week and regular hours are normally 9am to 5pm, Monday to Friday and will be confirmed with the postholder on appointment. It will be expected that the post holder will also work some evenings to attend council and committee meetings for which overtime or time of in lieu will be given. This post reports to the Deputy Town Clerk and has no direct staff supervision responsibilities. Subject to the right candidate(s) this position could be considered for job share or flexible working.

The post holder will be paid £17,891 to £19,238 (SP18-20), depending on skills, experience and includes entitlement to join the local government pension scheme. Full training will be provided and the role will be subject to the completion of a satisfactory probationary period of three months.

## Main Duties

The main duties associated with this role are:

1. To prepare and distribute information and agendas for Council and to attend council and committee meetings and take accurate minutes of the business conducted.
2. To maintain an accurate record of planning applications and decisions and submit responses in a timely manner.
3. To deal with and log all incoming and outgoing mail and associated records.
4. To process financial payments, invoices, petty cash and keep accurate financial records using Sage Accountancy systems.

5. To maintain accurate and up to date cemetery records and deal sensitively and confidentially with enquiries about the cemetery, burials and grave maintenance.
6. To provide administrative support for the Council's Grants process dealing with enquiries, application forms, awards payments and monitoring information.
7. To provide day to day management of the Council's Civic diary, the mayoral diary and arrangements for council functions and events.
8. To liaise with staff, users and hirers of the Armstrong Hall and other council facilities to arrange bookings and deal with enquiries, invoicing and payments.
9. To deal with day to day tourist information enquiries and ticket sales and manage stock for the tourist information centre.
10. To provide general reception duties, dealing with enquiries over the phone, in person and in writing and undertake other general administrative support including typing of correspondence and documents, filing and management of our archives and updating policies and procedures.
11. To carry out any other tasks that maybe required by the Town Clerk commensurate with the role (this may include working from other town council sites).

## Personal Specification

The successful applicant should be able to demonstrate the following qualifications, skills and experience necessary to meet the requirements of the role:

### Essential

Good literacy and numeracy skills (5 GCSE's grade A to C or equivalent including English & maths)

Excellent communication, interpersonal and customer service skills

Experience of minute taking for meetings and preparing agenda papers

Ability to work thoroughly and accurately with a high level of attention to detail

Ability to work on own initiative, with minimal supervision and as part of a small team

Ability to take a flexible 'can do' approach to dealing with situations and issues as they arise

Good computer literacy skills and a working knowledge of email, internet, Microsoft Word, Excel and Access

### Desirable

Knowledge of local government and the workings of Town & Parish Councils

Knowledge of Sage or other similar accountancy software

An interest in Thornbury and knowledge of the local area

Administrative qualifications

For further information about this post, please contact the Town Clerk: 01454 412103 or email: [clerk@thornburytowncouncil.gov.uk](mailto:clerk@thornburytowncouncil.gov.uk)

# THORNBURY TOWN COUNCIL

Town Hall, 35 High Street, Thornbury, Bristol. BS35 2AR

## Application for Employment

### APPLICATION FOR APPOINTMENT AS: Administrator

SURNAME:					
FORENAME(S):					
ADDRESS:	TELEPHONE:				
POSTCODE:	HOME:				
	MOBILE:				
	NATIONALITY:				
E-MAIL:					
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: left; padding: 5px;">QUALIFICATIONS:</th> <th style="width: 30%; text-align: right; padding: 5px;">DATE</th> </tr> </thead> <tbody> <tr> <td style="height: 200px;"> </td> <td> </td> </tr> </tbody> </table>		QUALIFICATIONS:	DATE		
QUALIFICATIONS:	DATE				

DO YOU HAVE ANY UNSPENT CONVICTIONS AS DEFINED BY THE REHABILITATION OF OFFENDERS ACT 1974 OR AS AMENDED BY THE LEGAL AID SENTANCING AND PUNISHMENT OF OFFENDERS ACT 2012? YES/NO

IF YES GIVE DETAILS:

**REFERENCES**

1. NAME:

JOB TITLE:  
(if applicable)

ADDRESS:

POST CODE:

TEL :

E-MAIL:

2. NAME

JOB TITLE:  
(if applicable)

ADDRESS:

POST CODE:

TEL :

E-MAIL :

IF NEITHER OF THE ABOVE REPRESENTS YOUR CURRENT OR MOST RECENT EMPLOYER PLEASE GIVE A REFEREE IN THAT CATEGORY WHO WILL NOT BE CONTACTED UNLESS THE POST IS OFFERED TO YOU.

\*REFEREE (EMPLOYER) NAME:

ADDRESS:

POST CODE:

TEL :

\* Will not be contacted without your approval

**PLEASE GIVE FULL DETAILS OF PAST WORK EXPERIENCE WHICH WOULD ASSIST YOU IN THE POST FOR WHICH YOU ARE APPLYING, MAKING REFERENCE TO THE PERSONAL SPECIFICATION SET OUT IN THE JOB DESCRIPTION:**

**STATE BRIEFLY WHY YOU THINK YOU COULD SUCCESSFULLY CARRY OUT THE DUTIES OF THE POST LISTED IN THE JOB DESCRIPTION:**

**PLEASE ATTACH TO THIS APPLICATION A FULL CURRENT C.V.**

I hereby confirm that the particulars given above and in the attachments to this application are true and correct to the best of my knowledge and that I have not canvassed any member or Officer of the Thornbury Town Council in relation to the appointment I now seek.

Signature:

Date:

Please return completed application form to:

The Town Clerk  
Thornbury Town Council  
Town Hall  
35 High Street  
Thornbury  
Bristol. BS35 2AR

Or

Email: [clerk@thornburytowncouncil.gov.uk](mailto:clerk@thornburytowncouncil.gov.uk)

**THE CLOSING DATE FOR APPLICATIONS IS MONDAY 23 JANUARY 2017**

If shortlisted, interviews will be held on 26 or 27 January.

Please indicate whether you would be available for interview on:

26 January            or             27 January

Other dates when you would be available:

If you have any additional needs or requirements for you to be able to attend for interview, please inform us about these below: