



# SUNNINGDALE PARISH COUNCIL

## Assistant to the Parish Clerk

Role Advertised: 6<sup>th</sup> September to 8<sup>th</sup> October 2018

Interview Date: TBC

### Person Specification

An outgoing, confident individual with experience of working with members of the public in an office based, customer service role.

Proficient in Microsoft Office products, such as: Outlook, Word, PowerPoint and Excel. Experience of working with wordpress or other web management tools and social media would be an advantage, although training will be given.

An accurate worker with the ability and desire to produce timely, professional work under the direction of the Clerk.

The successful candidate will have a positive, flexible approach to day-to-day duties with an understanding of working in a small team.

### Job Description

Reporting to: Clerk to the Council

Role (to include): Providing the Clerk with a general office support function

Hours of work: 20 hours per week

9:30 to 3:00 (including 30-minute lunch)

4 days per week (Monday, Tuesday, Thursday, Friday)

Occasional evenings may be required to support the council in the Clerk's absence

Rate of Pay: LC SCP 15 - £9.34 per hour

LC SCP 16 - £9.52 per hour after a successful 6-month probationary period

Holiday: 21 "days" leave (a day is the 5-hour working period)

Pension: Employer pension scheme

### Office Administration:

- Assist in the manning of the Parish Office and provide support to visiting members of the public and parish councillors where appropriate
- Deal with telephone enquiries and record details in a "day book"
- Deal with correspondence which includes opening post, drafting letters for review by the Clerk, responding to emails
- Liaise with RBWM, logging new enquiries and following up on existing matters, at the direction of the Clerk
- Update the Parish notice boards to ensure all details are accurate and posted in time for upcoming meetings

- Update the Parish website and other social media where required
- Maintain the database for bookings of the Community room, Recreation ground and other Parish facilities
- Prepare and send invoices for bookings taken for these facilities
- Manage the Tennis court bookings and memberships through clubspark

#### Planning Process:

- Process planning applications relating to the Sunningdale Parish Council and update the Planning database with new applications, parish comments and RBWM decisions
- Prepare PowerPoint presentations for the applications to be reviewed at the monthly planning meetings under the guidance of the Clerk

#### Other Responsibilities:

- Actively market the Parish facilities and manage bookings to assist in revenue generation to support the upkeep of the facilities
- Actively market the tennis courts and memberships throughout the year to increase the revenue to the Parish Council
- Assist in the management of the allotments, which includes co-ordinating the waiting and tenants list, monitoring and reallocating plots, sending out agreements and rent demands on a yearly basis
- Assist the Clerk in the administration and management of the cemetery
- Carry out other various administrative duties as required by the Clerk, or in their absence, the Chairman