



## JOB DESCRIPTION

<b>Post:</b>	Administration Assistant	<b>Date Prepared:</b>	28 <sup>th</sup> March 2018
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<b>Hours:</b>	20 per week
<b>Spinal Point Range</b>	17-21

### JOB PURPOSE

- To provide support and assistance to the Town Clerk and RFO/HR Manager.
- Reports to - Town Clerk

### DUTIES

1.	To operate the council booking, hiring and occupancy systems together with any other associated clerical work including receiving/banking money and issuing receipts in accordance with the Council Lettings policy and any other protocols.
2.	Maintain the Mayoral Diary, manage mayoral correspondence and events in conjunction with the Mayor and Town Clerk. To positively promote the town council with residents, visitors, stakeholders and external partners.
3.	To issue purchase orders for consumables, durables and assets as advised by the Caretakers/Town Clerk and in accordance with Financial Regulations and policies.
4.	To oversee monthly stock control of consumable items in compliance with Council Financial Regulations.
5.	To manage the Council records in compliance with the Council's records management policy as supervised by the Town Clerk. To collate and maintain a system of recording inspection reports and other documentation.
6.	To maintain electronic records and other ICT systems, liaise with the Council's webmaster and maintain the Council website in line with the Council's communication strategy and under the direction of the Town Clerk.
7.	To maintain the Council's fixed and portable asset register, liaise with the Council's insurers to ensure tangible and other liabilities are adequately insured under the direction of the RFO.
8.	To undertake general office duties including filing and word processing as appropriate.
9.	To undertake appropriate training and acquisition of professional qualifications in pursuance of the Council's objectives and personal development.
10.	To provide clerical and administrative support to both the Town Clerk and RFO/HR Manager as appropriate.
11.	After training provide secretariat support to the Torpoint Town Partnership.
12.	Any Other duties commensurate with the nature and scope of the post.



<b>SIGNED POST HOLDER</b>		DATE
<b>SIGNED FOR TORPOINT TC</b>		DATE