

**Job Specification  
Administration officer**

To provide clerical support to the Clerk

Use of Microsoft Office including Word, PowerPoint, Excel and outlook for e mails.

Dealing with members of the public and their comments/complaints regarding such matters under the town Councils remit. Forwarding enquires which are not under the town Councils remit to the relevant public body or external agency.

Dealing with the administration of Town council responses to planning consultations

Carrying out and reporting on weekly play equipment inspections.

Liaising with the Town orderly and grass cutting operatives.

To have involvement in the day to day operational management and letting of The Hub.

Dealing with any urgent matters arising in terms of health and safety.

Project work as instructed by the Council

VAT reclaim

Provision of meeting papers

To provide cover in the Clerks absence at full Council, planning and sub-committee meetings. At these meetings to ensure a quorum of members is present, make a fair and accurate record of the proceedings and voting on decisions and to pass on any advice from the Clerk.