



Job Specification Assistant Clerk

To provide clerical support to the Clerk

Process mail including Planning Applications.

Filing, typing and data entry including use of Microsoft Office including PowerPoint and Excel.

Dealing with members of the public and their comments/complaints regarding such matters as highways, street lighting, planning and housing matters. Forwarding enquires to the relevant public body or external agency.

Arrange site visits in relation to planning applications that the Town Council have been consulted on.

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

Provision of meeting papers and power point presentations

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.



Person Specification Assistant Clerk

	Essential	Desirable
1. Educational qualifications	Good general level of numeracy and literacy.	
2. Work Experience	Experience of working in an office and dealing with the members of public, contractors and external agencies	
3. Skills/ knowledge and aptitude	<p>IT skills - knowledge of Microsoft Office word and excel and use of outlook and internet.</p> <p>Ability to prioritise work & meet deadlines</p> <p>Good communication skills and a friendly and welcoming demeanour.</p> <p>Ability to problem solve</p> <p>Ability to work effectively on your own or in a team.</p>	<p>Confident public speaker</p> <p>Knowledge of Microsoft PowerPoint</p> <p>Ability to minute meetings</p> <p>Willingness to learn how Town Councils work, especially in relation to other unitary authorities.</p>
4. Other	<p>On the basis of cover to be able to attend evening meetings.</p> <p>Have a flexible approach to work</p>	<p>Driving licence, car owner and ability to travel</p> <p>Willingness to engage with the community and acquire a knowledge of the local area.</p>