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# **DIDCOT TOWN COUNCIL**

## JOB DESCRIPTION

### **JOB TITLE:** Administrative Assistant

**ACCOUNTABLE TO:** Property & Facilities Manager

**OBJECTIVE:** To support the administrative functions of the Council and Civic Hall

**JOB SUMMARY:** To carry out the day-to-day duties relating to the administration of the Town Council Office and the Didcot Civic Hall.

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. To support the Property & Facilities Manager in the everyday running of the Civic Hall, Town Council Building and Didcot Town Council business.
2. Unlocking Opening and Closing of the buildings, as required.

1. To assist with the operating and up-dating of the booking system including emails and telephone calls to hirers.
2. To offer advice to potential hirers and to ensure booking forms are correctly completed. To take payments, deposits and deal with other requests where appropriate.
3. To prepare rooms for hirers. To supervise large functions/hall lettings including weddings.
4. To serve drinks at the bar and general bar service
5. To support with serving of tea, coffee and food to bookings.
6. To assist with the safety and security of the Civic Hall and Town Council offices, and other properties to ensure the building is always safe for visitors and Council staff.
7. To assist with general administration tasks as directed by the Property & Facilities Manager including filing; photocopying; typing letters, reports and other forms of record-keeping.

7. To attend training courses as required.

8. Any other duties commensurate with the post that may be required by the Property & Facilities Manager.

9. Shifts will include evenings, weekends and bank holidays on a rota with other members of staff.

10. You may be required to work on other sites run by or on behalf of the town council.

**PAY AND BENEFITS:**

This job is on the Scale Point 4 (£9.84ph) and includes holiday accrual based on the number of hours worked.

If you meet the qualifying criteria, you will be entitled to enrol in the LGP pension scheme.

**WORKING RELATIONSHIP:** The role requiresexcellentworking relationships to be maintained with other members of staff, elected Members, other Councils, local organisations, groups and community members.

July 2021