



DIDCOT TOWN COUNCIL JOB DESCRIPTION

JOB TITLE: Admin Assistant

ACCOUNTABLE TO: Estate Manager

OBJECTIVE: To support the administration and smooth running of the Council and Hall

JOB SUMMARY: To perform day-to-day administrative duties for the Town Council office and other Council-owned buildings during evenings and weekends

MAIN DUTIES AND RESPONSIBILITIES:

1. Assist the Estate Officers/Administrator and Estate Manager in the daily operations of the Civic Hall, Town Council, and other Council-managed properties.
2. Ensure the health, safety and welfare of the hirers on site and perform safety checks as required.
3. Unlock, open, and close buildings as required.
4. Be available to work evenings, weekends, and bank holidays.
5. Help operate and update the booking system, including communication with customers via email and telephone.
6. Provide guidance to potential hirers, ensuring booking forms are accurately completed. Handle payments, deposits, and other requests as necessary.
7. Prepare rooms for hirers and supervise large functions.
8. To help set up the rooms for bookings, to include setting up tables, chairs, and refreshments – manual lifting will be required.
9. Serve drinks and provide general bar service.
10. Assist in serving tea, coffee, and food for bookings.
11. Perform stock takes for the bar and kitchen stock.
12. Support the safety and security of the Civic Hall, Town Council offices, and other properties, ensuring a safe environment for visitors and Council staff.

13. Undertake general administrative tasks as directed by the Estate Officers/Administrator and Estate Manager, including filing, photocopying, and typing letters, reports, and other records.
14. Attend training courses as required.
15. Perform any other duties appropriate to the role as requested by the Estate Officers/Administrator and Estate Manager.
16. Work at other sites operated by or on behalf of the Town Council as needed.

PAY AND BENEFITS:

This position is on Scale Point 5 – 9 – £24,790 – £26,409 pro rata (£12.85 or £13.69 per hour).

WORKING RELATIONSHIPS:

The role requires maintaining excellent relationships with other staff members, hirers, elected officials, other Councils, local organisations, groups, and community members.

Essential Qualifications:

- Previous experience in customer-facing roles.
- Ability to use initiative effectively.
- A positive, "can-do" attitude.
- Enjoyment in working with others.
- Strong attention to detail.
- Availability for evenings and weekends.
- Must be over the age of 18.
- A valid driving license and access to a car for work purposes.

Desirable Qualifications:

- Confident communication skills.
- Proficiency in Word and Excel.
- Experience in cash handling.
- Personal Bar licence
- Emergency First Aid

Skills:

- Strong customer service skills to assist customers effectively.
- Enjoyment in collaborating as part of a close-knit, hardworking team.
- Active listening skills and a strong work ethic.
- Ability to thrive in a noisy, high-pressure environment.
- Strong multitasking abilities and organisational skills during busy periods.

January 2025