

Part-time Receptionist / Administrator

Job Description

NJC SCALE [6-10] £15,014 – £15,613 (pro rata)

Objective:

To provide reception and administrative support to the Parish Council office for 16 hours per week –

Normal working days are Monday, Tuesday, Thursday and Fridays (some sickness / holiday cover may occasionally be required) 9am -1pm

Job Description:

Main Tasks:

1. Deal courteously and effectively with customer enquiries, in person, by letter, on the telephone and by email.

Offer support to the Parish Manager by;

2. Maintaining and updating the Village Hall and Recreation Ground booking system for all users and produce weekly booking sheets for caretakers.
3. Receiving payments for Village Hall and sports pitch bookings, cemetery, allotments etc in accordance with the Parish Councils financial regulations.
4. Reprographics for Parish Office and public
5. Maintaining the Parish Council's filing system.
6. Ordering stationery and equipment for Village Hall and Parish Council.
7. Maintaining and updating issue log spreadsheets.
8. Preparing and maintaining supplies of labels, distribution and contact lists.
9. Undertaking other clerical tasks as directed by the Parish Manager.