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**Broadbridge Heath Parish Council**

**Vacancy**

**Administrative Assistant**

**15 hours per week**

**SCP16-18 (£14.70 to £15.21 per hour) plus local government pension.**

Broadbridge Heath Parish Council is looking for an enthusiastic, organised and efficient team member with good IT experience, flexible approach and the ability to self-manage time effectively with excellent communication skills.

The role includes supporting the Clerk and Deputy Clerk with general office and Council administration.

You will be required to prove you have the right to work in the UK.

If you would like to join our team, please return an application form to

[admin@broadbridgeheath-pc.gov.uk](mailto:admin@broadbridgeheath-pc.gov.uk) **by 5pm on Friday 30th August 2024.**

# JOB DESCRIPTION

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| **JOB TITLE:** | **Administrative Assistant** |
| **PLACE OF WORK:** | **Broadbridge Heath Parish Council, Sargent Way, Broadbridge Heath RH12 3TS** |
| **SPINE POINT:** | **SCP 16-18 (£14.70 to £15.21 per hour)**  **plus, local government pension scheme.** |
| **HOURS OF WORK:** | **Part-time – 15 hours a week to be worked during core hours, preferably across 3 working days Monday-Friday (can be discussed further on application)** |
| **REPORTS TO:** | **Clerks/RFO** |
| **SUPERVISORY RESPONSIBILITIES:** | **None** |

## A Main Purpose of the Job

To provide a high-quality comprehensive administrative and clerical service to the Council as well as reception duties when required. To work as part of a team and contribute to the achievement of the Council’s objectives. Promoting the Council’s activities across all areas of operation using technology, including social media, as necessary.

## B Areas of Day-to-Day responsibility

* Providing general administrative and office support to the Clerk
* Preparing for Council meetings, including drafting agendas and collating supporting documents
* Monitoring the general office admin email
* Updating the Council social media and website

### C Summary of Responsibilities and Duties of the Job

1. Drafting council documents as directed.

1. Assisting with all administrative functions, including digital and paper copy file management.
2. General office management duties.

1. Updating the Parish Council website and social media as directed by the Clerks and suggest ideas for new content.

1. Monitoring the telephone and office admin email, and drop-ins, ensuring that queries are dealt with efficiently and/or signposted to the relevant authority/body.

1. Undertaking a variety of small project work.

1. Overseeing reviews of council policies as required.
2. Acting as a representative of the Council as required in relation to the role.

This list is neither exclusive nor exhaustive as there may be other duties and requirement associated with the post. As such, you may be required to undertake unspecified other duties and/or hours of work as may reasonably be required of you.

**D Other information**

### External and Internal Contacts

Councillors, residents, contractors, suppliers, members of staff and partner agencies. Face to face, telephone, written and electronic communication.

**Working Environment**

Office based.

All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

### Health and Safety at Work

All relevant Health and Safety at Work Instructions are to be considered as part of this job description.

### Data Protection Act 2018

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018 and the Council's Data Protection Policy.

### Council Policies

The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

### Performance Management

You will be given regular appraisals and one to one meetings with your line manager.

**Probation Period**

To be confirmed on recruitment.

**ADMINISTRATIVE ASSISTANT**

**PERSON SPECIFICATION**

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|  | **Essential Attributes** | **Desirable Attributes** |
| Educational Qualifications | 5 GCSE’s grade C or above (including English and Maths) or equivalent NVQ or relevant experience.    Commitment to further professional development where required. |  |
| Communication  Skills | Excellent written and oral communication skills.    Ability to communicate information to a wide range of audiences. |  |
| Knowledge and Experience | Experience of working with the public.    An understanding of administrative services and office management. | Experience of working in partnership with a diverse range of people, community groups, public sector organisations and business. |
| Skills | Ability to work unsupervised, or with minimum supervision, organise workload effectively, prioritising tasks, meeting deadlines and making informed decisions to deliver results. | Ability to demonstrate adaptability to changing priorities. |
| Information Technology | IT literate with experience including Microsoft Office packages, social media and the internet. |  |
| Other | Prepared to, on occasion, work out of office hours in order to attend Council meeting and events etc.    Diplomatic and proactive.    Ability to operate objectively and cooperatively. |  |

## CONFIDENTIAL

**APPLICATION FORM**

**Position Applied for: Administrative Assistant**

Notes for Completion:

1. Please complete the form using **black** font
2. Please complete **all** sections, failure to do so may result in your application not being considered
3. A CV will not be accepted as an application nor will reference answers to a CV
4. **Please return by email to** admin@broadbridgeheath-pc.gov.uk
5. The closing date for applications is **5pm on Friday 30th August 2024**

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| 1. **Personal Details** | | |
| Surname ....................................................... Telephone Number (mobile) ...........................  Forename(s) .................................................  Telephone Number (Home) ............................ Address .......................................................  .................................................................... E-Mail Address ...............................................  ....................................................................    Post Code ...................................................... | | |
| **Holiday Commitment:**  Please give details of any holiday commitment you have over the next 6 months: | | |
| 2. | **Professional Membership** |  |
|  | Organisation | Membership Status |
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| --- | --- | --- | --- | --- |
| 3. **Education and Qualifications** (Secondary/College/University etc.) | | | |  |
| Dates | | School/College/ University etc. | Qualifications  (State level and subject) | Grades |
| from | to |
|  |  |  |  |  |

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| 4. **Present/Most Recent Employment** |  |
| Name & Address of Employer: | Reason for wanting to Leave: |
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|  | | | |  | |
| Job Title: | | | | | |
| Period of notice required: | | | | | |
| Main duties: | | | | | |
| Present salary: | | | | | |
| 5. **Previous Employment** (Please list your previous two employers and any other relevant employment) | | | | | |
| Dates | | Name & Address of Employer | Job Title & Salary | | Reason for Leaving |
| from | to |
|  |  |  |  | |  |
| 6. **Information in Support of your Application** | | | | | |
| Notes   1. Please explain why you are applying for this vacancy. 2. Also explain how you meet the Person Specification criteria for this post by making reference to previous experience and training. | | | | | |

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| 7. **Training** |
| Please give details of any courses you have completed which you think are relevant to this post: |
| 8. **Interests, Hobbies, Sports** |
| Please give brief details of your interests outside work, including membership of clubs and any voluntary work you undertake which may be relevant to this post |
| 9. **Other Information** |
| Do you hold a current Driving Licence? Y / N    What kind of licence is it? Provisional Full HGV    Do you have regular use of a vehicle? Y / N    Please give details of any penalty points and/or driving ban in the last five years      **How did you learn of this vacancy?** |
| 10. **Interview Arrangements** |
| If you need any reasonable adjustments to be made in order for you to be interviewed for this position at our premises, please give details. |

11. **References** please ensure your references are in a position to respond promptly. It is our policy to contact ALL named referees after a conditional offer has been made. **Your employer’s reference must be either your line manager or the HR Manager of the organisation who have been authorised to give references on behalf of your organisation and confirm this in their reference.**

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| --- | --- | --- | --- |
| **Personal Reference** Name: |  | **Employer's Reference** Name: |  |
| Address: |  | Address: |  |
| Telephone number: |  | Telephone number: |  |
| Occupation: |  | Occupation: |  |
| May we contact prior to interview | Y / N | May we contact prior to interview | Y / N |
| 13. **Declarations/Code of Conduct** | | | |
| Are you related to any Councillor or Employee of this council? Y / N    If YES, please give details:    I understand that canvassing of Councillors or Officers, directly or indirectly, will disqualify my application      **Right to work in UK**  Are you legally entitled to work in the UK? Y / N  We will require evidence of this prior to commencing employment      **Criminal Record**  Have you ever been convicted of a criminal offence? Y / N Declaration subject to the Rehabilitation of Offenders Act 1974  If YES, please give details: | | | |

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| **Data Protection**    The Data Protection Act 1998 (“the Act”) sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent, we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application (“the information”) will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.    I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.      Signed:............................................................ Date:...............................................    **Declaration**  I confirm that the information given on this application form is, to the best of my knowledge and belief true and complete in all respects. I understand that should I have deliberately made a false or misleading statement on this form deemed to be a deliberate attempt to deceive will disqualify the application or, if already in post, will result in the employment being terminated.    Signed:............................................................ Date:............................................... |