



Lyme Regis Town Council

Job Description

Job Title	Administrative Assistant	Grade	SCP 6-9 (£25,183 - £26,409) pro-rata
Section	Office Staff	Hours	2 days a week (14.8 hours)
Reporting To	Support Services Manager	Working Pattern	<ul style="list-style-type: none">• Mondays and Wednesdays, 9am to 5pm• One-year fixed contract

Job Purpose

- To provide administration support for the council and its staff
- To act as a first point of contact for all callers either in person, on the telephone, or via email

Main Duties

- To undertake word processing and associated duties, including letters, reports, spreadsheets, databases, forms and templates
- Take messages for other staff, dealing with routine queries and giving appropriate guidance where appropriate
- To operate and manage systems for the hiring and use of council facilities and services, such as meeting rooms, beach huts and parking permits
- To put together agendas for council meetings and working groups and take minutes at evening meetings
- To create, maintain and interrogate confidential computerised information records to ensure accurate and current data is maintained
- To provide reception and switchboard services and deal with enquiries from the public, directing them to alternative service providers where necessary
- To help manage the booking of civil marriage and partnership ceremonies and the associated stewarding rota
- To manage the burial records and activities at the town's cemetery
- Provide other office services as required, including the creation and maintenance of files and filing systems, collation of manual data, photocopying, distribution of information, incoming and outgoing post, receiving and accounting for monies paid in
- To provide administrative support for town council officers, the mayor and councillors
- To assist in the organisation of civic functions

Dimensions
<ul style="list-style-type: none"> • In general, the post holder will be expected to work within policies and procedures as set out in council policies or as determined by the line manager; however; • There will be occasions when the post holder will be expected to use their initiative and discretion in providing a high standard of service to service users • The post holder will be expected to contribute to service development especially where they will be responsible for its delivery
Supervision and Work Planning
<ul style="list-style-type: none"> • The post holder will be required to work under the direct supervision of the line manager • The post holder will not be required to supervise any other staff
Contacts
<ul style="list-style-type: none"> • The public • Other LRTC staff • Councillors • Representatives of partner organisations • Local businesses and stakeholders
Working Environment
<ul style="list-style-type: none"> • Work is subject to interruptions to deal with enquiries from members of the public, to deal with visitors to reception or to respond to requests from managers and other staff • There will occasionally be a need to work with members of the public who are unhappy with elements of the council's work or who wish to discuss issues of a sensitive or distressing nature • Approx 70% + keyboard/computer work, but with regular opportunities for breaks to undertake other work
Resources
<ul style="list-style-type: none"> • The post holder may have some responsibility for small items of equipment or cash
General
<ul style="list-style-type: none"> • To undertake such other duties and responsibilities as are specified by the town clerk and are commensurate with the grade of the post • This job description only contains the main duties relating to the post and does not describe in detail all the duties required to carry them out • In accordance with the Health and Safety at Work Act 1974, to take reasonable care for the health and safety of yourself and of others • To maintain confidentiality where necessary and to sensitively handle information belonging to the council or a third party that is confidential.

Special Notes or Conditions
<ul style="list-style-type: none">Occasional attendance at evening and weekend meetings/events will be requiredThe post holder will be required to wear clothing that meets the requirements of the council's uniform policy
<i>Administrative Assistant – March 2025</i>