



Cranleigh Parish Council

JOB DESCRIPTION

| | |
|-----------------------|--|
| JOB TITLE: | Trainee Admin Clerk |
| LOCATION: | Council Office |
| HOURS OF WORK: | 20 hours per week (some flexibility is required) Must include Monday to Friday 9.30am to 12.30pm |
| SALARY SCALE: | SCP 5 – 7 £23,500 – £24,294 (£12.21 - £12.63 per hour) (Pro-rata 20 hours = £12,702.70 – £13,131.89) |
| REPORTS TO: | Parish Clerk |

AIM OF THE ROLE:

This is a part time post 20 hours per week covering the Office opening hours of 9.30am to 12.30pm Monday to Friday. In addition the post involves providing support to the Parish Council's Finance and Property & Asset Committees which meets quarterly. The meetings are usually held on Monday or Thursday evenings.

The overall aim of the job is to provide general administrative support which enables the efficient running of the Parish Council with special responsibility for supporting the Finance and Property & Asset Committees.

The role duties include:

- Working within legislation and the policies of the Parish Council.
- Having a good knowledge of Cranleigh, the Parish Council and its activities.
- Working as part of a team to enable the functions of the office to operate as efficiently as possible.
- Evening meeting attendance as requested by the Clerk.
- IT skills for email, Word, Excel, diary management and website updates.
- Providing information and assistance to members of the community or visitors to the office as appropriate. This requires positive communication skills.
- To provide administrative support, relevant information and guidance at reasonably convened evening meetings of the Finance and Property & Asset Committees.
- To assist in carrying out the decisions made by the Council, but specifically the Finance and Property & Asset Committees.

- To assist the Clerk with purchase and sales ledger.
- To manage the Council's utility contracts.
- To assist the Clerk to ensure that the Council's obligations for Health and Safety, Risk Assessment, Inspection and Insurance are properly met and to undertake necessary inspections and training as directed by the Clerk. To pass on information to the relevant member of staff or contractor for action.
- To implement maintenance schedules for buildings and liaise with staff/contractors to see that they are fulfilled.
- To administer the booking of the sports facilities, the Village Hall, Community Centre and Snoxhall Pavilion including sales ledger, hire and licence agreements and to draw up user schedules for Council buildings and to liaise with the appropriate staff and contractors to ensure that the buildings are suitably cleaned and maintained.
- General caretaking in the Council properties – room setups, supplies, fire alarm tests, first aid kits, noticeboards, defibrillators.
- To administer Community Speedwatch.
- To assist with community events and civic duties including flag days.
- To undergo appropriate and up to date training whenever necessary, with the opportunity of working towards the Certificate in Local Council Administration (CiLCA) qualification.
- To cover out of hours calls on buildings as required.
- Flexibility to provide holiday/illness cover if appropriate.
- To uphold the Parish Council's vision to make Cranleigh a vibrant community in which to live, work and play.
- To perform other duties as instructed by the Clerk.

This is a diverse role which includes too many smaller tasks to be noted in the job description, however, they are of a nature that would be expected within the office environment.

For further information please contact the Parish Clerk Beverley Bell on 07949 073875 or clerk@cranleigh-pc.gov.uk

April 2024.