



### Job Description

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| <b>Job Title:</b>      | Administration & Bookings Support Officer                        |
| <b>Accountable To:</b> | The Town Council through the Town Clerk                          |
| <b>Salary:</b>         | £13.47 p/h (SCP 8) – £13.91 p/h (SCP 10) depending on experience |
| <b>Full Time:</b>      | Part Time 12hrs per week – Monday & Tuesday 9.30am – 3.30pm      |

### Key Responsibilities and Accountabilities

- Council Meetings - attend up to two evening meetings per month (usually Tuesdays), take minutes, and action decisions.
- Assist with HR administration, including arranging interviews, preparing induction packs, updating records, and confidential minute-taking.
- Bookings Support - provide cover for the Bookings Officer when required and support with bookings for the Wades Centre, including responding to enquiries and returning damage deposits
- Grants - research and prepare grant applications to support Council projects and initiatives.
- Training – coordinate training for staff and councillors through the Council's training platform, ensuring all required training is undertaken, kept up to date and records are maintained.
- Customer Service & Enquiries - Handle general enquiries via telephone, email, and in person, directing them to the appropriate officer/department where necessary.
- Suppliers & Contractors- Liaise with contractors and suppliers to ensure best value for cleaning supplies and refreshments.
- Records Management - Manage the Council's archiving requirements, ensuring records are organised, maintained, and compliant with regulations.
- General Support - Undertake such other duties as may be required by the Town Clerk and which are reasonably consistent with the duties, grading and character of the post.

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with and covered by this post.