



Crediton Town Council

Market Street

Crediton

Devon

EX17 2BN

Telephone: 01363 773717

Email: townclerk@crediton.gov.uk

VACANCY

**Crediton Town Council requires a Part Time
Receptionist/Administrative Assistant
20 hours per week**

**(Monday - Friday 10.00 am - 2.00 pm with the
ability to work additional hours when required)**

A part time receptionist/administrative assistant is required to join our small friendly team based in Market Street, Crediton. As the 'front face' of the Council the ideal applicant must be well presented, polite with an excellent telephone manner and have good communication skills.

The successful candidate should be reliable, flexible and have the ability to work as part of a team and on own initiative.

The salary will be £7.50 per hour.

For a full job description, person specification and application form please visit www.crediton.gov.uk

**Closing date for applications is Friday, 6th October 2017
Interviews will be held on Tuesday, 17th October 2017**



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Town Council Administrative Assistant - Job Description

JOB TITLE	Town Council Administrative Assistant
SALARY	£7.50 per hour 20 hours per week (10.00 am to 2.00 pm Monday to Friday, with the ability to work additional hours when required)
RESPONSIBLE TO	Town Clerk

MAIN PURPOSE OF THE JOB

You will be the first point of contact for the general public in person or by telephone and will provide administrative support to the office. You must be able to work flexibly within the Crediton Town Council team to ensure the requirements of the Council are met.

DUTIES & RESPONSIBILITIES

- To perform front of house reception duties; answer telephone and email enquiries; greet visitors and ensure messages are passed to the Town Clerk, the Assistant Clerk and Councillors in a timely manner.
- To provide assistance to those visiting the Council Office building.
- To provide reliable and confidential support to the Town Clerk and Assistant Clerk.
- To manage, action and distribute incoming post.
- To draft and prepare outgoing correspondence e.g. letters for approval by the Town Clerk.
- To maintain diaries (including yearly committee meeting dates) for the Town Clerk, Assistant Clerk and Councillors and maintain the filing system (including electronic filing).
- When requested, to provide administrative support for the Town Clerk and Assistant Clerk.
- To support the Town Clerk and Assistant Clerk in the management of Council property, including administration of bookings.
- When requested, to research projects/tasks being undertaken by the Town Clerk and provide administrative support for such projects/tasks.
- To provide secretarial support for the Mayor when requested by the Town Clerk.
- Assist in the organising of civic events, including preparation of invitations, promotional materials and attending the events, as required, in accordance with the Council's protocols.
- To monitor levels of stationery and cleaning materials and compile orders as necessary.
- To keep digital photographic records of council events for use in websites and newsletters as directed by the Town Clerk.
- Maintain and update public notice boards and the scrap book of local newspaper cuttings.
- Assist the Town Clerk and Assistant Clerk in the preparation of meetings, ensuring all speakers have been notified and have received an agenda in advance of the meeting day, collate papers to be tabled and ensure adequate copies are available for Town Clerk and members and set up IT and audio visual equipment on the day ready for the meeting.
- Any other reasonable duties, as required by the Town Clerk, from time to time.
- The ability to work additional hours when required.
- To assist in the production of promotional materials such as posters for civic events etc. and material for public consultations.

This outlines the duties required for the post of Administrative Assistant in order to indicate the level of responsibility. It is not a comprehensive or exhaustive list; duties may be varied from time to time, which do not change the general character of the job or level of responsibility.



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Town Council Administrative Assistant

Candidate Requirements/Person Specification

Applicants for this post should have:

- Good customer service
- Excellent communication skills
- Enthusiasm
- Computer literate (MS Word, Excel, Publisher, etc.)
- Good time management and organisational skills
- Friendly manner with a “can do” attitude
- Flexible approach to duties
- A sense of humour
- Ability to work under pressure and to deadlines as part of a small team and on own initiative

CREDITON TOWN COUNCIL

APPLICATION FOR EMPLOYMENT



The information provided on this form will be treated as confidential and used for recruitment/selection purposes. Where the application is successful the Council may, from time to time, wish to process this information (as updated) for personnel administration purposes. Where this happens, processing, whether by computer or otherwise, will take place in accordance with the Data Protection Act. By signing this form, you will be providing the Council with your consent to these uses.

► Post Applied For:

► Personal Details:

Title (Mr/Mrs/Miss/Ms/Other)

First Names

Last Name/Family Name

Address

Postcode

Telephone Number

National Insurance Number

Are you related to any elected member or employee of the Council? If so, please give details.

► Education:

Please list all educational qualifications obtained*

Date From	Date To	School/College University etc	Qualification	Subject	Grade (if applicable)

* The Council may require sight of the original certificates for all qualifications received

► Work Related Skills and Qualifications:	
Please give details of all relevant training courses attended and qualifications obtained (if applicable)*	
► Other Skills:	
Please provide details of any other skills, awards, interests or accomplishments you have that you consider relevant to your application and the post for which you are applying	
► Health:	
Is there anything we need to know about your general state of health in order to offer you a fair selection interview or which you think might affect your ability to carry out the duties of the post?	
► Present (Last) Employment:	
Employer (and location)	
Nature of Business	Full or Part Time
Job Title	Permanent or Temporary
Summarise the nature of your work and job responsibilities/achievements	
Date Joined	Date Left or Notice Period
Reason for Leaving	Salary/Wage on Leaving
► Previous Employment:	
Employer (and location)	
Nature of Business	Full or Part Time
Job Title	Permanent or Temporary
Summarise the nature of your work and job responsibilities/achievements	
Date Joined	Date Left
Reason for Leaving	Salary/Wage on Leaving

* The Council may require sight of the original certificates for all qualifications received



Previous Employment (continued)	
Employer (and location)	
Nature of Business	Full or Part Time
Job Title	Permanent or Temporary
Summarise the nature of your work and job responsibilities/achievements	
Date Joined	Date Left
Reason for Leaving	Salary/Wage on Leaving
Employer (and location)	
Nature of Business	Full or Part Time
Job Title	Permanent or Temporary
Summarise the nature of your work and job responsibilities/achievements	
Date Joined	Date Left
Reason for Leaving	Salary/Wage on Leaving
<p>► Other Relevant Information: Please provide any supplementary information appropriate to your application, which is not covered elsewhere. Please add any details of any relevant knowledge, experience or personal qualities in support of your application. Additional sheets may be attached.</p>	
<p>► Eligibility for Employment:</p>	
Are you currently eligible for employment in the UK? (Please answer Yes or No)	
What relevant documentation will you be able to provide in order to demonstrate this? (British Passport, Birth Certificate, P45 etc - showing authorisation to work and reside in the UK)	

► References:			
Please give details below (name, address, position) of two persons who are willing to give you a reference (one of which should be your present or last employer).*			
Have you any objection to the references being obtained prior to interview? (Please answer Yes or No).			
► Declaration:			
I declare that to the best of my knowledge and belief, all particulars and information provided in this document is correct and complete and gives a fair representation of my qualifications and employment history. I understand that any false declaration or misleading information or any significant omission may disqualify me from employment and /or render me liable to dismissal. I understand that any job offer is subject to satisfactory references and a probationary period and (if the Council believes it appropriate) a satisfactory medical report. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.			
Signed		Date	
<i>The Council reserves the right, at any time, to check on any experience, achievements, qualifications and skills claimed by you on this application form, or at interview. By signing this form you will be giving your agreement for the Council to undertake such checks and confirming that you will co-operate with any such investigations.</i>			
► Equal Opportunities – Voluntary Information			
The Council is committed to providing equality of opportunity in employment and seeks to recruit employees on the basis of their suitability and solely on merit. In order to monitor the effectiveness of this commitment, it would be helpful if you could complete this section. Any information you provide will be used for this purpose only and will be treated as confidential.			
I would describe my ethnic origin as (please tick):			
African		Afro-Caribbean	
Asian (China/SE Asia)		European	
Asian (Indian Sub-continent)		Other (please specify)	

**Please return to: Mrs Clare Dalley, Town Clerk, Crediton Town Council, Council Offices,
Market Street, Crediton, Devon, EX17 2BN by Friday, 6th October 2017.**

* NOTE: References will be obtained and their authenticity checked if you are to be offered the post