



JOB DESCRIPTION – ASSISTANT CLERK Revised April 2021



JOB TITLE	Assistant Clerk
REPORTS TO	The Town Clerk
SALARY SCALE	Points 24-28 NJC scale
WORKING HOURS	30 per week
HOURS OF WORK	Monday – Friday 9am - 3pm

Summary:

- Provide planning knowledge and support to council through the Planning Committee.
- To assist and deputise for the Clerk in carrying out the duties and responsibilities of the Town Council.
- To supervise the caretaking team
- To act as the liaison for Enforcement Officer
- To be responsible for the facilities management of all council owned properties and assets.
- To act as a supervisor to all Council staff in the Clerk's absence.

Essential duties and responsibilities:

1. To act as most senior point of contact for the Council in the Clerk's absence.
2. To be responsible for the Council's Planning by:
 - a. Taking minutes at Meetings
 - b. Keeping a legal record of all planning applications for the area
 - c. Providing advice to the council
 - d. Commenting on behalf of the council on planning applications to Milton Keynes Council, with the Chair of Planning.
 - e. Keeping up to date with local plans and policies effecting planning and providing advice to the council.
3. Take minutes and attend other working group or committee meetings, including Full Council, in the Clerk's absence.
4. Reviewing payments uploaded by the Finance Officer in the absence of the Clerk
5. To be responsible for the management for all council properties and assets including:
 - a) Administering alarms, fire equipment and first aid and scheduling annual regulatory checks.
 - b) Ensuring all administrative and clerical procedures are carried out, and that all correspondence is dealt with effectively and efficiently.
 - c) Overseeing the bookings for the council properties and assets
 - d) Advertising office space to rent and responding to enquiries
 - e) Renewing and producing agreements for office space rentals and hires
 - f) Setting contract prices, reviewing against other commercial property rents
 - g) Managing the town hall on a daily basis, providing support for tenants with keys, fobs, internet.
 - h) Scheduling maintenance for the buildings after reviewing property condition
 - i) Managing a 5-10 year property and asset maintenance schedule to inform budgeting and Councillors and Clerk in the formation of an annual budget
 - j) Producing and reviewing risk assessments, COSHH sheets etc.
 - k) Liaising with suppliers and contractors



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- l) Providing onsite support for tenants for alarms, internet, photocopying scanning etc.
- m) Liaising with suppliers, placing orders for works and managing contracts
- n) Patching internet and phone lines in for council and tenants
- o) Checking the council boiler weekly and topping up water supply when required
- p) Conducting fire evacuations twice a year
- q) Liaising on behalf of the Council with all tenants of the Town Hall and Community Partnerships
- r) Handling the management of all green assets on behalf of the Town Council by scheduling tree surveys when required, handling queries from the public, liaising with Milton Keynes Council, stakeholders, tenants and licence agreement holders.
- s) Assisting the Clerk with all aspects of renewal of licence agreements or leases relating to assets.
- t) Direct management and scheduling of the caretaking team
- u) Direct management of the enforcement officer and act as liaison between the contractor and the Town Council.

Administrative support duties:

1. Ordering of goods or services, liaising with contractors and suppliers as required.
2. Meeting and greeting members of the public and visitors to and providing assistance.
3. Ensure all incoming post is dealt with according to policy.
4. Answer telephone enquiries and deal with as appropriate, directing callers where necessary to the relevant Milton Keynes Council departments or elsewhere.
5. To copy and file statutory communication from Milton Keynes Council, other government agencies and organisations that WGTC subscribes to.
6. To assist the Clerk with duties such as maintaining office systems by updating diaries, calendars and ordering stationery.
7. Maintain contacts system, list of suppliers and contractors.
8. To assist the Clerk in administering meetings by preparation of agendas and documents for consideration.
9. To provide cover for the Council office at key time when open to the public.
10. To undertake training courses relevant to the role.
11. Update council databases, ensuring all contracts and credit accounts are kept up to date.
12. Taking “over the counter” payments relating to allotments, photocopier charges or any other miscellaneous monies receivable.

Qualifications:

1. Strong administrative and clerical skills. .
2. Experience in dealing with members of the public in a busy and varied environment.
3. Good I.T. skills, a working knowledge of Microsoft Office 365 including Outlook, Internet, Word, Excel and Powerpoint and Database use.
4. Previous staff supervisory experience is desirable.
5. Ability to deal with the public and councillors with tact and diplomacy.
6. Minute taking experience.



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Communication Skills:

The ability to read, analyse and interpret information from minutes, procedures and statutory regulations.

The Council reserve the right to amend this Job Description to meet the needs of the organisation. This will usually be done in consultation with the employee.