

CONINGSBY TOWN COUNCIL

JOB DESCRIPTION

- **Title** - Office assistant
- **Location** – Town Office, Silver Street, Coningsby, LN44SG
- **Responsible to** – The Town Clerk
- **Responsible for** – maintaining stocks – stationary office sundries, pavilion cleaning supplies, paper products, bin bags for council bins + stocks for wombles etc – Filing and placing items in date order- working towards listing historic documents for possible archiving. This list is not exhaustive.
- **Job Purpose** – To support the work of the Clerk / Responsible Finance officer by answering the phone, taking messages down if clerk is engaged on other duties/or answering straight forward questions, i.e. opening hours, meeting dates, where are the nearest public toilets, having access to the clerks diary to add appointments should people wish to make an appointment for interment advice or bookings, filling envelopes, addressing & posting - to work towards manning the front desk in the absence of the clerk for holidays – working from home days.
- **Duties and Responsibilities** –
 1. To assist the Clerk
 2. Checking stocks of items listed above, reporting requirements to the Clerk
 3. Learning the basic working rules of the Council – training available.
 4. Answering the telephone, welcoming visitors to the office during opening hours and finding out first if you can help before passing to the clerk as required.
 5. Be a good tea and coffee maker.
- **General Duties and Responsibilities** - to undertake such other duties commensurate with the level of the post and job purpose as required from time to time
- **Special Terms of Employment** – You may be required to attend evening meetings once a month and a possible Saturday morning once or twice annually. These will be paid for at agreed hourly rate.
- **The number of hours per week** – 5 per week initially on a Monday morning from 9.15am. You may be asked to work more than this. Following a successful probation period the hours will increase to a maximum of 10. The rate of pay is currently £12.34 per hour.
- **Date** – 18th November 2024