



LISKEARD COUNCIL  
WORKING FOR YOU

## LISKEARD TOWN COUNCIL

### **Administrative Assistant (Facilities) 1 YEAR MATERNITY COVER**

**£11.42 per hour (£21,968 per annum pro rata)  
SCP 6**

**20 hours per week** – four hours daily Monday to Friday, usually 9am – 1pm

**Responsible to the Facilities Manager**

#### **Important Functional Relationships**

- |                                     |  |
|-------------------------------------|--|
| (a) <u>Within the Town Council</u>  | Members of the Council<br>Other employees of the Town Council  |
| (b) <u>Outside the Town Council</u> | Officers of Cornwall Council<br>Service users/hall hirers/allotment tenants<br>Official bodies<br>Members of the general public<br>Local private firms/contractors<br>Adjoining Local Councils |

#### **Job Description**

##### **Main purpose of the job:**

To assist the Facilities Manager in the performance of his/her duties in carrying out all lawful orders and instructions of the Council and the taking of all reasonable steps to protect or promote the interests of the Town Council.

##### **Main responsibilities and duties:**

- (a) Primarily to assist the Facilities Manager with the provision of general clerical and administrative duties, committee administration support, filing, photocopying, maintenance of office systems, including data bases, maintenance schedules, forward planning.
- (b) To ensure administrative records in respect of Public Hall bookings are efficiently recorded, that bookings are entered on the appropriate systems as appropriate, that information is provided to the caretakers to ensure hirers needs are known and that the appropriate accommodation is ready and set out at the right time, and that all invoicing is undertaken, and income accounted for.

- (c) To administer allotment tenancies and ensure compliance with allotments legislation at all times. To raise invoices as required for allotments, commercial premises, and Public Hall room hire as required. To bank cash on a weekly basis.
- (d) To provide reception services as required, deal with telephone enquiries and signpost members of the public as required.
- (e) To keep records of risk assessments undertaken and other related documentation including in relation to health and safety checks, COSHH, toilets and playground inspections, all as required by the Facilities Manager.
- (f) To keep an asset register of facilities and land holdings administered by the Facilities team up to date at all times, including an up-to-date record of leases, rents and dates.
- (g) To keep up-to-date such administrative information as is required by the Facilities Manager in respect of street furniture, car parks, hanging baskets and Christmas lights and to assist with annual inventories in respect of all Facilities services.
- (h) To order goods as required on behalf of the Facilities team ensuring compliance with the Council's procurement policies and ensuring that all insurable assets are duly notified to the Accounts Officer.
- (i) To provide PA support to the Facilities Manager.
- (j) To maintain records as required including in respect of staff sickness, holidays and time-off-in-lieu, training and certification records, data protection, freedom of information and complaints.
- (k) To undertake such other duties appropriate to the grade and character of work as may reasonably be required by the Council. Significant permanent changes in duties will require agreed revisions to this job description.
- (l) To keep up to date records of all supplier contracts and service agreements.

## **NOTES**

- (i) To undertake such training as shall be directed by the Facilities Manager and to commit to undertaking a programme of continuous professional development relevant to the responsibilities of the post.
- (ii) To comply with all health and safety requirements and hygiene requirements at all times.
- (iii) To attend and participate in all relevant internal and external meetings in connection with the responsibilities of the post.
- (iv) To ensure that the Council's various policies, procedures, financial regulations and standing orders are adhered to in carrying out all tasks and duties including adherence to the Council's Code of Practice relating to confidentiality.

14 February 2023