

Job Description

Administrative Assistant

This is an exciting opportunity funded by the Kick Start government programme. The role will be as an administrative assistant working with in Macclesfield Town Hall and supporting the existing Officers and Councillors to ensure an efficiently run office.

The role will be for six months, and we can arrange training within that period to help you get started with a nationally recognised qualification. There will be plenty of opportunity to learn new skills and gain a great experience.

We are looking for someone who will give it their best, is willing to learn and has a 'can do' attitude.

Main Function of Position

To support the administrative function of the Town Council and the smooth and efficient running of the Macclesfield Town Council Office

Salary: £16778 per annum (FTE)

Hours: 25 hours per week (5 hours per day)

Responsible To: Administration and Governance Manager

Responsibilities:

- Answering the phone and taking detailed, accurate messages where necessary
- Coordinating stationery and advising when we need to order more
- Managing and distributing all incoming and outgoing post
- Photocopying and filing
- Booking meeting rooms and organising refreshments
- Helping Council staff with email correspondence
- Updating contact lists and data entry
- Updating Website and Social Media
- Assisting with agendas, minutes and reports where required
- Assisting with coordination of events when required

- To ensure compliance with the service responsibilities for information and GDPR compliance
- To prepare and maintain a Personal Development Plan and to attend training courses or seminars on the work and the role as required.
- To work in any premises in the ownership or interest of the Town Council in Macclesfield.
- As required, assist with any other administrative tasks of the Council
- Any other duties as and when required by the council that are reasonably within the capabilities of the person and are aimed at achieving the council's objectives and goals.
- Evening or weekend work may be required occasionally.

Person Specification:

Table 1 Person Specification

Criteria	Assessment	Essential/desirable
Good standard in secondary education with an A-C (or equivalent), in English Language.	Application, Certificate, Assessment	Essential
Experience of using IT, computers and Microsoft office	Application, Interview, Assessment	Essential
Good organisational skills	Application, Interview, Assessment	Essential
Experience of working in an office	Application, Interview, Assessment	Desirable
Good interpersonal skills.	Interview	Essential
Good oral and written skills.	Interview, Assessment	Essential
Ability to complete a task	Application, Interview	Essential
Ability to take direction	Application, Interview	Essential
Willing to undertake appropriate training.	Interview	Essential
Willing to work occasional evenings and weekends as required	Interview	Essential
Good level of literacy and numeracy	Certificate, Application & Interview	Essential
Experience dealing with the public in a professional manner	Application & Interview	Desirable

Criteria	Assessment	Essential/desirable
High standards of presentation and cleanliness	Application & Interview	Essential
Good communication skills	Interview	Essential
Flexible approach to working hours	Interview	Essential
Able to prioritise tasks and workload	Application & Interview	Desirable