

Yeovil Town Council



JOB DESCRIPTION

Job Title: Admin Officer

Grade: SCP 5 - 12
£24,790 - £27,711

Hours of Work: 37 hours per week (occasional evening and weekends)

Responsible to: Assistant Town Clerk

Responsible for: No supervisory responsibilities

Main Purpose of the Job

To assist in the provision of flexible administrative support to the day-to-day operations of Yeovil Town Council.

Summary of Responsibilities and Duties of the Job

1. To greet visitors and answer the telephone in a welcoming and helpful manner; and to provide general advice, information, and signpost or direct enquiries as necessary;
2. To assist with incoming and outgoing mail (both paper and electronic);
3. To assist in the managing of the Mayor's diary;
4. To provide support to staff, Councillors and the Mayor;
5. To assist in the production and distribution of Council and Committee agendas and minutes;
6. To assist in the oversight and progression of the maintenance and service schedules of the Council's buildings and equipment;
7. To assist in the administration of the reactive maintenance for the Council's buildings and equipment;
8. To assist in the collation of data and monitoring the Council's usage of utilities;
9. To assist in the administration of facilities management;

10. To assist in maintaining the Council's contracts register;
11. To attend relevant training courses as required.
12. To assist in ad-hoc projects and attend events as required; and
13. To undertake any other duties appropriate to the post, as directed.

External and Internal Contacts

The Mayor, Councillors, members of staff, partner agencies, allotment tenants and members of the public.

Face to face, telephone, written and electronic communication.

Working Environment

Based at Town House but may be required to work at any location within the Town and occasionally outside the Town.

Health and Safety at Work

Yeovil Town Council's Health and Safety Policy and all relevant Health and Safety at Work Instructions (such as the Lone Working Policy, procedures and practice guidance) are to be considered as part of this job description.

Equal Opportunities

Yeovil Town Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, beliefs, sexual orientation, responsibilities for dependants, marital status or disability.

September 2024