



**LAPLEY, STRETTON AND WHEATON ASTON PARISH COUNCIL
JOB DESCRIPTION**

POST:	ASSISTANT CLERK TO THE PARISH COUNCIL (PERMANENT)
SALARY GRADE:	LC1 (SCP12 initially)
HOURS OF WORK:	9.00 PER WEEK
RESPONSIBLE TO:	THE PARISH CLERK
JOB PURPOSE:	To provide administrative, payroll and accounts support to the Parish Clerk and Parish Council. To provide cover for the Parish Clerk when necessary.
	1. Answer phone calls, and other receptionist duties.
DUTIES:	2. Assist with the administration of Broadholes Lane Jubilee Allotments
	3. Assist with the filing paperwork and ordering office supplies.
	4. Update the policy records and policies
	5. Create graphics, forms and other content for the council website and social media.
	6. Update training records
	7. Assist with the organisation of the various Parish Council events.
	8. Assist the Parish clerk with physical and electronic correspondence.
	9. Assist with tasks relating to the Council's property and assets including obtaining quotes for new assets and maintaining a register of the assets.
	10. Assist the RFO with the Council's finances. This may include Recording income and expenditure on a monthly basis, Administering payroll including PAYE & Pension obligations when required and preparing the full and final accounts for presentation to the Parish Council using software provided, if required.
	11. Instruct and liaise with contractors and tradespeople.
	12. Recording planning applications received and returning as required.
	13. To prepare, in consultation with the Parish Clerk, agendas for meetings of the Parish Council, Working groups and Committees

	14. To ensure the statutory and other provisions governing or affecting the running of the Parish Council are observed in the absence of the Parish Clerk. Additional hours may be required to achieve this
	15. To attend and minute all meetings as necessary of the Parish Council, its Working Groups, Committees and Sub-committees in the absence of the Parish Clerk.
	16. To take responsibly for the maintenance requirements of the parish by logging and actioning issues raised from weekly inspections
	17. To attend training courses on the work and role of the Clerk as required by the Parish Council and for personal development (these may be outside of office hours)
	18. To complete the administration of the Parish Council Website and keep the website and social media up to date and relevant.
	19. To be responsible for the councils IT needs

GENERAL DUTIES	1. To comply with all policies and procedures of the Parish Council.
	2. To act with a high degree of professionalism, personal integrity and probity, ensuring trust is maintained in the work undertaken by the post holder and in relationships with employees, customers and partners.
	3. To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with the Parish Council's Health & Safety Policy, other relevant policies and relevant legislation.
	4. Form good working relationships with other councils, authorities, the public and councillors
	5. To ensure that equality is an integral part of service design/delivery in accordance with the Council's Single Equality Scheme and its employment policies, practices and procedures.
	6. To work with initiative and complete work that has not been dictated using the council's action plan for guidance
	7. To undertake any other duties that may be required.



Lapley, Stretton
& Wheaton Aston
Parish Council

**LAPLEY, STRETTON AND WHEATON ASTON PARISH COUNCIL
PERSON SPECIFICATION**

Job Title: Assistant Clerk	Service Area: N/A	Grade: LC1
Location: Parish Council offices	Hours: 9 hours per week (days to be agreed)	Reports to: Parish Clerk

The Person Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and short listing candidates.

FACTORS	ESSENTIAL	DESIRABLE	MEASURED BY
Qualifications	Good standard of English and Mathematics to Level 4 (old GCSE – C or above)	ILCA Qualification CILCA Qualification	Application and Interview
Experience	Computer skills ie Word, Excel, Powerpoint and Publisher , office 365	Working with the public Organising Community Events	Application and Interview
Knowledge	Knowledge of payroll and finance software Knowledge of accounting processes	Knowledge of Local Government/Pension Scheme Knowledge of Edge (Accounting Software) Knowledge of Local Government structure Facilities Software Website and social media management Knowledge of WordPress, MS forms, and Canva would be an advantage	Application, Interview and Assessment test

<p>Skills & Competencies</p>	<p>Competent computer and keyboard skills</p> <ul style="list-style-type: none"> • communicate clearly, accurately and helpfully with staff, councillors, contractors and visitors and handle all phone enquiries in the same way • work effectively and efficiently under pressure • Good written and verbal communication skills • problem-solver with a 'can-do' approach • IT literate • Ability to work effectively with a team and relate well to colleagues and Councillors • Self-motivated and proactive, ability to take the initiative or follow as required. <p>High personal degree of integrity and trustworthiness to deal with public money, financial affairs and confidential information</p>	<p>Website and social media management</p>	<p>Application, Interview, Assessment test</p>
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<p>Special Working Conditions</p>	<p>Smart dress is required (e.g. no trainers/denim jeans)</p> <p>Ability to interpret and communicate written and verbal instructions</p> <p>Ability to effectively undertake time management</p> <p>Demonstrate the ability to deal with members of the public, Councillors and other members of staff in a polite and courteous manner</p> <p>Must be able to work on own initiative</p> <p>Willingness to attend training to support knowledge base and improve personal skills and knowledge</p> <p>The Code of Practice on the English Language requirement for Public Sector Workers (The Fluency Duty) applies to this post. Therefore, an ability to fulfil all spoken aspects of the role with confidence through the medium of English is essential for the post</p>	<p>Good analytical, investigative, negotiation and problem-solving skills</p>	<p>Application and Interview</p>
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NAME IN CAPITALS _____

Signature _____

Date _____



To apply send a covering letter and CV either by email to office@wheatonastonparishcouncil.gov.uk or post to LSWA PC office F028 Staffordshire Business Hub, South Staffordshire Council, Wolverhampton Road, Codsall, WV8 1PX

Please ensure that you can demonstrate how you meet the essential criteria for the post.

Where we receive a high number of applications we may long list and conduct a telephone interview or Assessment Test before short-listing for interview.