

JOB DESCRIPTION DEPUTY CLERK

- To work under the supervision of the Clerk on the full range of tasks required by the Council and to deputise for the Clerk in their absence.
- To provide administrative support to the Parish Clerk to ensure the efficient running of the Parish Office
- To use own initiative to carry out the specific responsibilities below, with minimal supervision
- To deal with enquiries from members of the public or Council in person, telephone or by email
- The Deputy Clerk will be accountable together with the Parish Clerk for the effective management of all Council resources and will report to the Parish Clerk and Council as and when required
- Hours of work are currently 11 hours per week. These hours are subject to change if the work requires this, but this change would be discussed with you prior to the change.
- Paid holiday, four weeks per year pro-rata, raising to five weeks after five years' service

Specific Responsibilities

1. To work on the full range of tasks required by the Parish Council as agreed with the Clerk.
2. To deputise for the Parish Clerk in their absence.
3. To Clerk meetings as required.
4. To liaise with the Parish Clerk on a daily/weekly basis to discuss progress of the current work and new items for attention.
5. To take telephone calls, deal with enquiries, open mail and act on their content as appropriate liaising with other staff, Councillors, contractors and Councils as necessary.
6. To prepare and distribution of agendas and supporting paperwork for meetings of the Council and Committees, and any other meetings as required.
7. To attend such meetings as required, prepare draft minutes and carry out any urgent follow-up work in consultation with the Parish Clerk
8. To maintain accurate records using computer files and filing of paper records.
9. To draft correspondence and documents as required
10. To update Scribe, accounting records as directed by the Parish Clerk.
11. To monitor stationery and other supplies, re-order office stationery and check delivery notes.
12. To maintain an awareness of the activities of the Council including reading the minutes of meetings as they are published.
13. To upload documents and information to the website as directed.
14. To keep updated the Parish Council Noticeboards as required

15. To be aware of the policies of the Council and to implement them as applicable to the work of the Deputy Clerk.
16. To attend training courses or seminars to enhance the work and role of Deputy Clerk as required by the Council.
17. To draw upon your own initiative and discuss with the Parish Clerk any suggestions or recommendations you may have for the improved efficiency of working practices within the Parish Office, Parish Council or Website.
18. To assist or be responsible for organising or running functions being promoted by the Parish Council
19. To clerk, organise, attend and minute meetings of the Alex Neale Charity
20. To be a key holder for the Parish Office
21. In addition to the duties contained in the job description, the Council reserves the right to require you to carry out other duties associated with your function as reasonably necessary to meet the needs of the Council business.

The post is paid on SCP 9 -11 (£10.86-£11.30) per hour. The salary is subject to an annual pay review.