

Fulford Parish Council	Job Description	
Job Title	Administrative Assistant	
Reports to	Cemetery Superintendent / Parish clerk	
Department		
Grade	NJC Scale 3 SCP 5	9 hours per week
1.	Main purpose of job	
	To provide efficient and effective administrative support for the Cemetery and the Parish Council under the supervision of a supervisor	
2.	Core responsibilities, task and duties	
	<p>Administrative tasks for the Parish Council and the Cemetery to include:</p> <ul style="list-style-type: none"> • Liaison with funeral directors regarding booking of funerals and completion of appropriate paperwork • Writing up burial and other registers and records as required • Recording social hall bookings and receipt of hire monies • Custody of monies and accounts and banking • Allotment administration and bookings • Liaison with social hall & street cleaner • Attendance at council meetings (if required) • Attendance at allotments meetings • Minute taking at allotments meetings • Supervision of cemetery staff (in the absence of the Superintendent) • Dealing with members of the public in a courteous and sympathetic manner • To answer incoming telephone calls, responding to requests for information, where appropriate taking accurate messages if other staff are unavailable. • Provide holiday cover for the Cemetery Superintendent & Parish Clerk • Distribution of Parish Council newsletters when necessary • Parish Council work as required by the Parish Clerk to include posting agendas and notices to the noticeboards • Regular inspection of playground equipment 	
3.	Supervision / Management of People	
	No staff reporting. The assistant will be required to cover in the Superintendent's absence.	
4.	Contacts and Relationships	
	<ul style="list-style-type: none"> • Internal – regular contact with supervisor, the Parish Clerk, colleagues and parish councillors <p>External contact with visitors, suppliers and customers on operational matters which will require tact and discretion.</p>	
5.	Decisions – discretion and consequences	
	<ul style="list-style-type: none"> • Without close supervision, but subject to set guidelines, the jobholder makes decisions from an established range of alternatives and prioritises his/ her workload to meet departmental objectives. • Judgment is required in providing solutions to problems within which there is a need to interpret information and from which a number of alternatives are possible. • Can suggest modifications/ variations to processes and working arrangements. • Uses discretion when responding to face to face and telephone queries from colleagues and others outside the Council so as not to commit any breaches of confidentiality/ indiscretions. 	

6.	Work environment – work demands, physical demands, working conditions & work context
	<p>Work demands Subject to supervision, the jobholder has a rota of daily tasks, but the order is subject to change with certain set deadlines, interruptions and competing demands.</p> <p>Physical demands Normal office environment. With occasional outside activities</p> <p>Working conditions Normal office environment. With occasional outside activities</p> <p>Work context Normal office environment and administration</p>
7.	Knowledge and Skills
	<ul style="list-style-type: none"> • Experience of a wide range of clerical/ administrative tasks and suitable qualifications • Understanding of a range of routine administrative work procedures which would require some specific job training and a period of induction. • Excellent oral and written communication skills. • Literate, numerate and competent in the use of Microsoft Office, Word and Excel.

Key Competencies

- communication skills - written and verbal
- planning and organizing
- prioritising
- problem assessment and problem solving
- information gathering and information monitoring
- attention to detail and accuracy
- flexibility & adaptability
- co-operative and positive approach
- customer service orientation