

CLAYTON-LE-WOODS PARISH COUNCIL

Background Information

What are we?

Parish Councils are civil Local Authorities, being the lowest, or first tier of local government. Clayton-le-Woods is a large Parish within the Borough of Chorley in the County of Lancashire and has a long history, being established in 1884.

Parish Councils are set up and controlled by law and can only act if there is a legal power to do so. Parish Councils are often consulted on County and Borough issues such as planning applications, road improvements and changes to public transport. Parish Councils can provide vital local knowledge such as flooding concerns, dog fouling and litter issues and transport, highways and access problems. Parish Councils are being encouraged to deliver more services and can also support local community groups and provide community activities.

Who are we?

The Parish Council consists of 15 voluntary Parish Councillors who are elected/co-opted for a four year term of office to serve and administer to the needs of the residents of Clayton-le-Woods. It employs a Clerk/Finance Officer to administer the day to day running of the Council. The Parish Council is funded by a precept or tax on each residential property in the Parish, via the local Council Tax. This allows the Parish Council to carry out our duties to both improve and maintain the area.

What Do We Do?

The Parish Council does a myriad of things from installing footpaths, doggy bag dispensers and defibrillators to owning several play areas and a skate park. We are presently in the middle of having a new office and meeting room built. We have several grounds maintenance and hanging basket and flowerbed contracts to enhance the appearance of the area. We also employ 5 Lengthsmen from the Brothers of Charity based at Lisieux Hall to help keep the area litter free.

We hold several events during the year such as the Summer Fair, Scarecrow Festival, the annual OAP Christmas Lunch and the Christmas Light Switch On. We liaise with 6 local schools supporting them with equipment and sponsoring an annual sports event. We support charitable groups locally with funding for projects and equipment.

CLAYTON-LE-WOODS PARISH COUNCIL

Job Title: Administrative Assistant

Salary Scale: NJC 4/5 £20,092 - £24,491 per annum (pro rata)

Reports to: The Clerk

Terms and conditions

Permanent

Part/time 20 hours per week

Hours/Days of work Monday to Friday

Monthly evening work / Occasional weekend work

Probationary period – 6 months

Holidays 22 days per annum pro rata

Administrative Assistant Job Description

Job Overview

The person will be responsible for providing administrative support to the function of the Parish Council and day to day management of the parish council building. The role will include liaising with Parish/Borough/County Councillors, contractors, local councils and the general public.

Responsibilities:

- Responsibility for the parish office liaising with the clerk regarding bookings meetings and events
- Communicating with Councillors, contractors, local authority officers and residents
- Researching information online and writing reports as required
- Liaison with providers of goods and services
- Handling enquiries in person, by phone, online and in writing
- Maintain filing system
- To obtain quotes for supplies and services
- Assist with organising events e.g. Summer Fair, Scarecrow Festival, Christmas Light Switch On, OAP Lunch and community functions within the Parish Council meeting rooms
- Carrying out regular checks on the council's defibrillators located around the area
- Checking the doggy bag dispensers and refilling as required
- Update parish notice boards as required
- To assist in the promotion and production of the bi-annual parish magazine
- To assist with the management and development of the parish website and social media page
- To deputise for the Parish Clerk as and when required. This will include drawing up agendas, attending and taking minutes at parish council meetings
- To attend events/meetings/training at weekends/evenings as required

CLAYTON-LE-WOODS PARISH COUNCIL

Person Specification: Administrative Assistant

Education Requirements

Maths GCSE C / Grade 4
English GCSE C / Grade 4

Skills/Knowledge/Experience Requirements

Essential

- Proven work experience as an Administrative Assistant or similar role (At least 12 months)
- Driving Licence and Use of a Car
- Willing to Undertake a DBS Check

Desirable

- Experience in Local Government or Public Sector environment
- Solid organisational skills, including multitasking and time-management
- Strong client-facing and teamwork skills
- Strong IT skills including MS Teams / Excel / Word / Publisher / Outlook / Zoom
- Experience of minute taking / clerking meetings

CLAYTON-LE-WOODS PARISH COUNCIL

CLAYTON-LE-WOODS PARISH COUNCIL

Job Advertisement

Part Time Administrative Assistant (20 hours per week)

Clayton-le-Woods Parish Council are seeking to appoint a Part-Time Administrative Assistant based at the parish office in Clayton-le-Woods. The post is part-time (20 hours per week) permanent subject to the satisfactory completion of a 6 month probationary period. The 20 hours are to be worked Monday to Friday but would include evening and occasional weekend work. There is possibility for the hours to be reviewed/increased in the future.

It is envisaged that the successful candidate will have excellent numerical and communication skills, 12 months previous administrative experience and be educated to at least GCSE level 4 / Grade C in Maths and English. The applicant must hold a Full UK Driving License and own or have use of a car.

The person will be responsible for providing administrative support to the function of the parish council and day to day management of the parish council building. The role will include liaising with contractors, local councils and Parish Councillors and the general public.

The successful applicant will work alongside the Clerk and deputise for her as and when required (training will be given). To succeed in this role, they should have excellent time management and administration skills. They must be able to demonstrate an ability to work on their own initiative and to have experience of balancing priorities. A Laptop and iPhone will be provided.

For further details please contact Mrs Tracy Morris (Clerk to Council) on 01257 264854 or email clerk@claytonlewoodsparishcouncil.org.uk. All applicants to submit a CV and covering letter in support of their application by email to the Clerk or return by post to Clayton-le-Woods Parish Council, Chorley Business and Technology Centre, Office 16, Reception Block, East Terrace, Euxton Lane, Chorley PR7 6TE.

Closing Date for applications on 5th November 2021

Interviews will be scheduled during November early December 2021