

ADMINISTRATION MANAGER

Job Description

Overall Job Purpose:

To manage all administrative procedures and systems, administrative/committee support and reception facilities for the Town Council.

Responsible to: Deputy Town Clerk

Responsible for: Administration Officer

Place of Work: Barum House (administrative base) and all Council premises requiring administrative/grants support

Hours of work: 21 hours per week
Days of work are Monday, Wednesday and Friday 9.00am until 12.30pm and 1.30pm until 5.00pm.

SCP: 15 – 17

Main Duties

1. To oversee the day-to-day management and the ongoing development of all Council administrative systems, including but not limited to:
 - a. Paper and computerised administration/filing systems;
 - b. Booking systems;
 - c. Telephone systems;
 - d. IT systems, including printers and document centres;
 - e. Annual and other leave recording systems; and
 - f. Noticeboards.
2. To cover reception as and when required.
3. manage and assist in the delivery of the Council's reception/telephone facilities.
4. To manage and assist in the provision of administrative support to Council committees, including production, distribution and filing of agendas, minutes and supporting documents.
5. To provide administrative support to Council officers as required.
6. To assist in the preparation of Council events as directed by the Town Clerk and Deputy Town Clerk.
7. To administer bookings/payments for all Council facilities, in conjunction with the officers responsible for those facilities.
8. To manage the Council's website, social media and other online outlets, proactively seeking material for publication from colleagues.
9. To raise and send debtors invoices as requested by other officers, and to maintain invoice records as appropriate.
10. To be responsible for the management, supervision and development of the Administration Officer, and to utilise this post in support of all of the above duties.
11. To oversee the administration of the council's allotment tenancies.
12. To administer and support as required by the Town Clerk or Deputy Town Clerk for leases of rooms at The Castle Centre.
13. Such other duties as required, commensurate with the responsibilities for this role.