

ARMTHORPE PARISH COUNCIL

JOB DESCRIPTION

Post Title:	Deputy Clerk
Salary Grade:	60% of the Clerk Salary (SCP 36-41). Plus Local Government Pension Scheme.
Responsible to:	The Parish Council
Responsible for:	To assist the Clerk and Deputy (and deputise in the absence of) 2 full time staff, 10 part-time staff and additional casual staff.
Job Purpose:	To assist the Clerk and Deputy Clerk (and deputise in the absence of) in providing an effective, efficient and timely administration service to the Parish Council and management of the Parish Council's employees and assets (including Armthorpe Community Centre, an allotment site and burial ground).
Workbase:	Armthorpe Community Centre, Welfare Park, Church Street, Armthorpe, Doncaster, DN3 3AG.

Main Duties and Responsibilities

- To assist the Clerk and Deputy Clerk (and deputise in the absence of) as Line Manager to supervise and manage staff.
- To assist in servicing council and committee meetings including the issue of the public notice and agenda, taking minutes, preparing draft minutes and following up issues/correspondence arising from those meetings.
- To provide direct report management duties in the absence of the Clerk.
- Assist with ensuring that Health and Safety requirements are met.
- Keep safely and conveniently in secure but accessible custody all deeds, plans, records, letters, writings and other documents on paper or as electronic data of or concerning the Council or its staff.
- To assist in the organisation and provision of all Council events.
- To maintain and update when necessary, the Council's website and social media pages.
- To provide cover in processing bookings of Armthorpe Community Centre.
- To assist in obtaining funding for events and Parish Council projects.

- To deal with queries from members of the public and external agencies.
- To provide administrative support to Armthorpe Food Support.
- Assist with ensuring that income due to the Parish Council is received and banked within appropriate timescales.
- To carry out general filing and photocopying.
- Undertake appropriate training relating to personal development and the management of the Parish Council's affairs.

The postholder's duties must be carried out in compliance with all the Council's policies, Financial Regulations and Standing Orders, all statutory requirements, including the Health and Safety at Work Act 1974, and subsequent health and safety legislation.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.