

## Job Description

<b>Job title:</b>	<b>Receptionist Administrator</b>	<b>Date reviewed: April 2026</b>
<b>Salary:</b>	SCP ? Wage ? (per annum) pro-rata for part-time	
<b>Hours:</b>	25 hours per week Monday to Friday 9:30 – 14:30 <i>Occasional additional hours may be required for evening or weekend events. These additional hours are to be taken as time off in-lieu, or overtime in exceptional circumstances and with the written consent of your line manager.</i>	
<b>Responsible to</b>	Clerk to the Council	
<b>Job objective:</b>	Key functions for Southwell Town Council: <ul style="list-style-type: none"> <li>• Staff the reception and act as the first point of contact for enquiries and visitors.</li> <li>• Provide administrative services for councillors, office and grounds staff.</li> </ul>	

### **Main duties and responsibilities:**

#### **Reception**

1. First point of contact for visitors, customers, councillors and members of the public.
2. Liaise with contractors working on STC properties for access (plumbers, electricians etc).

#### **Administration**

3. Undertake administrative services including receiving documents and correspondence, photocopying, maintain digital and paper filing systems, produce parking permits etc,
4. Assist in Asset Management.
5. Strong command of MS Office Suite for business, including Teams, Excel, Planner, Powerpoint, etc.
6. Liaise with IT helpdesk when needed.
7. Circulate Agenda and associated papers for Council meetings and update website and noticeboards.
8. Log highways, planning and waste issues and apply for planning extensions if required.
9. Assist in the organisation of events and functions, including distribution of invitations and venue hire.
10. Assist in website maintenance, communications and social media as agreed with the Clerk and Council.
11. Book and maintain the diary for STC resources to include market stalls, Burgage banner, Courthouse meeting rooms, open space and playing fields, ensuring accurate information is given to Finance for invoicing.
12. Ensure all market traders' paperwork, including suitable insurances are organised and filed both digitally and in paper files.
13. Record and report car park ticket machine faults.
14. Maintain list of organisations contact details that are regularly needed.
15. Maintain list of councillors contact details and committee memberships.
16. Oversee media communications in conjunction with the Clerk and Communications working group.
17. Monitor and inform Clerk of maintenance requirements of office equipment and supplies.
18. Assist in procurement and Goods Received Notes for office supplies and grant supplies when needed.

#### **Miscellaneous**

19. Adhere to STC policies and procedures.
20. Support at events (Christmas, Remembrance and Annual meeting etc) within and out of normal office hours as required.
21. Assist in disposing of confidential waste, either through shredding or contracting a confidential waste provider for larger quantities.
22. Reasonable additional administrative duties as required.