

## **Administrative Assistant to the Clerk – Recruitment Pack**



This pack includes the following:

- Recruitment Timetable
- Key Terms & Conditions of Employment
- Job Description
- Person Specification
- Overview of Parish Council & Croxley Green

## Recruitment Timetable

<b>Stage</b>	<b>Date</b>
<b>Closing date for applications</b>	Monday 15 April 2019
<b>Selected applicants advised by telephone</b>	by Thursday 18 April 2019
<b>Interview</b>	24 April & May 1 2019
<b>Successful applicant advised by telephone</b>	by 5pm Thursday 2 May 2019
<b>Intended starting date</b>	Monday 3 June 2019

## Key Terms & Conditions of Employment

<b>Salary:</b>	NJC Scale 7-12, £19,554 - £21,589 + London Allowance (£874) Progress up the incremental scale depends on review and successful performance in the post.
<b>Working Week:</b>	37 hours per week to include evening attendance at Full Council, Committee and other events as required including occasional weekends.
<b>Annual Leave:</b>	23 working days rising to 25 days after 5 years' service plus UK bank holidays
<b>Pension:</b>	Compulsory pension scheme with option to join Local Government Pension Scheme
<b>Location:</b>	Council Offices, Community Way, Croxley Green, Rickmansworth, Hertfordshire, WD3 3SU

**Application forms can be found on the Council's website at [www.croxleygreen-pc.gov.uk](http://www.croxleygreen-pc.gov.uk) and Office.**



## Job Description

- Job Title:** Administrative Assistant to the Clerk
- Base:** The Council Offices, Community Way, Croxley Green, Rickmansworth, Herts, WD3 3SU
- Responsible to:** The Clerk to the Council  
In the event of absence by the Clerk to the Council you will report to the Chairman of the Council or any other Councillor nominated by him only.
- Direct Staff** When deputising for the Clerk liaison with the Rangers will be required.

### Summary of Job

- Support the Clerk to the Council by providing a full and comprehensive clerical and administrative support service across the full range of the Council's activities.
- Attend and take minutes at Council and Committee meetings and other ad hoc meetings.
- Assist with duties to ensure that deadlines and timescales are adhered to and any other actions are taken.
- Act as the first point of contact to all callers and visitors ensuring they are dealt with promptly, efficiently and courteously.
- Assist in keeping the Council's records up to date including financial records.
- Assist the Clerk with all aspects of the Council's financial administration including preparation of budgets and monthly accounts.
- Deputise for the Clerk during periods of absence.

### Duties

1. To support the Clerk in ensuring that the Council operates within its statutory functions and in accordance with the Council's Standing Orders and Financial Regulations.
2. To prepare reports for meetings under the direction of the Clerk.
3. Prepare Agendas for meetings under the direction of the Clerk.
4. Take Minutes at Council, Committee and other meetings and prepare draft Minutes for approval by the Clerk. (Note: This will require attendance at evening meetings for which time off in-lieu will be granted at times determined by the Clerk consistent with business continuity).
5. Assist in the implementing of decisions taken by the Council and Committees.
6. Assist in progressing any projects being worked on.
7. To help develop and attend events held by the Council.

8. Input data into existing or create new databases and spreadsheets as necessary.
9. Undertake day to day operation of the Council's RBS Omega computerised accounts and financial management system including inputting invoices, maintaining records, preparing lists of payments for approval at each Finance and Administration Committee meeting and filing all documents.
10. Carry out banking on behalf of the Council.
11. Assist the Clerk to prepare and maintain detailed financial management systems for adherence throughout the Council.
12. Assist the Clerk with the budget arrangements and preparation of the annual budget and management of the budget throughout the year.
13. To prepare Purchase Orders to suppliers with a delegated authority for expenditure of up to £500.
14. To maintain the Council's website under the direction of the Clerk.
15. Maintain & develop the Council's social media platforms under the direction of the Clerk.
16. Answer telephone calls and deal with enquiries from members of the public.
17. Aid in the preparation of the Council's magazine.
18. To manage and maintain an office diary/appointment system.
19. Maintain and update the Council's filing system (both electronic and paper) and archive material as necessary to ensure efficient retrieval.
20. To record sickness absence/annual leave of Council staff.
21. To ensure that stationery and office supplies are adequate and available.
22. To receive incoming post & e-mail and date stamp accordingly in accordance with office policy.
23. To provide holiday/sickness cover for tasks undertaken by the Clerk during his absence.
24. Carry out any other reasonable duties as may be directed.

## Person Specification

Attribute	Essential	Desirable
<p><b>Education</b></p> <p>A good standard of education including numeracy and literacy</p>	<p>GCSEs or equivalent – including Maths and English</p>	<p>Higher education qualifications.</p> <p>Business administration qualifications.</p> <p>First Aid at Work.</p>
<p><b>Experience skills and knowledge</b></p> <p><b>Administration</b></p>	<p>Excellent administrative and organisational skills</p> <p>Ability to organise the running of a busy office</p> <p>Ability to draft agendas and produce accurate minutes</p> <p>Ability to deal effectively with drafting correspondence</p>	<p>Knowledge of Local Government</p> <p>Experience of research and analysis of topics</p>
<p><b>Finance</b></p>	<p>Familiar with an accounts package/book keeping</p>	<p>Experience with RBS Omega Accounting package</p> <p>Experience of budget preparation and monitoring</p> <p>Experience of dealing directly with suppliers</p>
<p><b>Information Technology</b></p>	<p>Confident in the use of all MS Office software and building spreadsheets, databases</p> <p>Confident in the use of social media such as Twitter and Facebook</p>	<p>Experience of using and updating Joomla websites</p>
<p><b>Personal Qualities</b></p>	<p>Able to work as part of a team</p> <p>Able to structure and prioritise workload and work on own initiative</p> <p>Good interpersonal skills</p> <p>High level of written and verbal communication skills</p> <p>Flexible and adaptable to new or changing needs</p> <p>Ability to attend evening and occasional weekend duties</p> <p>Willing to attend additional training as required</p> <p>Hold full, clean driving licence (or in process of)</p>	



## Overview of the Parish Council & Croxley Green

### The Council

Croxley Green Parish Council was formed in 1986 is an autonomous elected body with discretionary powers and duties laid down by Parliament to represent the community and to provide services for it.

The Parish Council area is situated within the boundaries of Three Rivers District Council. Croxley Green is divided into two electoral wards. The two wards are:

- Dickinsons Ward (8 Members) – electorate 5,228 (May 2018);
- Durrants Ward (8 Members) – electorate 5,058 (May 2018);

making a total of sixteen Councillors.

Historically the Parish Council has resolved to work on a “non-political” basis.

The next elections will be in May 2019 and the Council has an ambition to ensure that there are sufficient candidates to ensure a contested election in both wards.

The Parish Council has a full time staff of 4 people – The Clerk, an Administrative Assistant (Vacancy), and two Rangers.

The Council’s website at <https://www.croxleygreen-pc.gov.uk/index.php> contains a great deal of information about the Council, its aspirations and its activities

As well as the full Council, there are three standing committees:

- Leisure, Events & Environment
- Finance & Administration
- Planning & Development

And one standing sub-committee (of the F&A):

- HR & Compliance

### The Place

Croxley Green is a compact settlement lying between Watford (to the north east) and Rickmansworth (to the south west) and bounded by the river valleys of the Chess and the Colne, with the dip slope of the Chiltern Hills to the north west.

Croxley Green has been described in the Neighbourhood Plan, which was adopted following a public referendum in December 2018. Copies of the Plan, its appendices, and supporting documents can be found on the Council’s website under Information / Planning &



Development at <https://www.croxleygreen-pc.gov.uk/index.php/information/planning-development/neighbourhood-plan>.

The Neighbourhood Plan and its Appendices give a fairly detailed account of Croxley Green in terms of the:

- Natural environment;
- History;
- Character and Heritage;
- Population;
- Housing stock, tenure and households;
- Education and employment;
- Vehicle ownership, travel to work and transport;
- Roads and traffic.

The Neighbourhood Plan describes the various Character Areas within the Parish, and sets out land use planning policies and related aims for the Parish.

The Council has, with the Croxley Green Residents Association and Hertfordshire County Council, jointly sponsored the Croxley Green History Project. The website at <http://www.croxleygreenhistory.co.uk/> is an extensive mine of historical information, records and anecdotes about the local community.

### **Property & Facilities**

The Parish Council owns a small area of woodland, Weston Wood, acquired in 2017. The site forms the north-eastern part of Croxley Green's second Village Green, otherwise known as Buddleia Walk, and has access points from Mill Lane via a bridle-way, from steps by Common Moor Lock and Footpath 11 which runs behind Frankland Road.

The Parish Council also owns a small building sited adjacent to the Community Way car park known as "The Depot".

The Council's offices are in a temporary building which has reached the end of its anticipated life (25 years) and is sited on land rented from Three Rivers District Council.

The Council manages and maintains a village green (The Green) and an adjacent ancient orchard, known as Stone's Orchard, under contract to Three Rivers District Council, which is the landowner.

### **Services & Activities**

The Parish Council published its first Annual Report in 2018. A copy is available on the Council's website at (<https://tinyurl.com/y8dk8wtj>). This details the various services the Council provides, and its activities.

The report describes what the Parish Council does and how it benefits Croxley Green. We have chosen seven key categories which identify what the Parish Council does and could do to help make Croxley Green special:

- The natural environment
- Providing leisure and cultural facilities for all age groups
- The safety and security of people and their property
- Enhancing health, education, business and community facilities
- Communicating effectively with all stakeholders
- The built environment
- Running a professional and efficient local government

### **Financial Reporting**

The Parish Council publishes its Annual Accounts on the Council's website at <https://www.croxleygreen-pc.gov.uk/index.php/council/accounts>. The accounts are published in three different categories, the

- Annual Accounts for the year shown,
- Budget for the appropriate year shown and
- Monthly Accounts.

The Council's financial year starts on 1 April (Month 1) each year and finishes on 31 March of the next year (Month 12).

### **Information on Public Transport**

The nearest station is Croxley on the TfL London Underground Metropolitan Line.

There are also stations nearby at Rickmansworth (Metropolitan Line and National Rail Chiltern Line Marylebone to Aylesbury) and Watford Junction (National Rail West Coast main line, London Euston to Birmingham and points north)

There are regular bus services between Watford and Rickmansworth that pass through the centre of Croxley Green, in particular the Arriva Bus services 320 and 520.

There is also an hourly express bus service from Heathrow to Harlow Arriva service 724 which passes through Croxley Green (alight at Croxley station).