

## **JOB DESCRIPTION**

Job Title: **CLERICAL ASSISTANT**

Reporting to: **The Parish Manager**

Hours of Work: **Mondays & Tuesdays 15 hrs**

Rate of Pay: **£12.10 per hr**

### **Responsible For:**

1. To maintain records of allotment holders, maintain the waiting list, send fee reminders and any other letters in respect thereof and to carry out periodic inspections of all Council allotments to ensure tenants are in compliance with the Council's Allotment Policy.
2. To produce information, briefing notes and reports for meetings of the Environment & Open Spaces Committees as needed and to minute said meeting (incl allotment issues).
3. To ensure planning applications are considered by members within the notified timescale and responses submitted to Blaby District Council.
4. To produce the bi-monthly double page spread in the local Glenfield Gazette having been advised by the Community Committee of its contents.
5. To assist in the update and maintenance of the Council's web page.
6. To manage stationery stock and consumables for the Office and other council owned facilities.
7. To manage the servicing schedule applicable to all Council facilities.
8. To work with elected members both formally and informally, as instructed by the Parish Manager, ensuring that they comply with Standing Orders and Financial Regulations and that they operate lawfully.
9. To consider all aspects of the Council's general data protection (GDPR) obligations in accordance with legislative requirements.
10. To administer the Council's obligations under freedom of information legislation and ensure policies governing this are robust and fully compliant.
11. To write reports as required and ensure any actions required are undertaken in a timely and appropriate manner with full reporting back upon completion.
12. To assist the Parish Manager in all aspects of the corporate governance of Glenfield Parish Council.
13. To attend other meetings and community events as a representative of the Council as required.
14. To assist the duties of the second Administrator in relation to bookings of the Council's facilities during periods of holiday and other absence, or to assist that post holder as required during periods of peak pressure.

## **Other**

- To recognise and be aware of the requirements of the Health and Safety at Work Act as well as Fire and Safety regulations and ensure that these are observed and regularly carried out.
- This job description is not, by definition, a comprehensive schedule of all tasks and duties that are required to be undertaken. Accordingly, in addition to the duties specified, the post holder will also be required to undertake any other duties commensurate with the status of the post.
- The post holder will be required to pursue a programme of continuous professional development.

**For all staff** - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety and for that of others affected by what you do, or do not do
- Co-operate on all issues involving health and safety
- Use work items provided for you correctly, and in accordance with training and instructions
- Report any health and safety concerns to your line manager as soon as practicable

## **Evaluation Notes:**

### **Buildings:**

Sports Pavilion at Glenfield Sports Ground off Gynsill Lane – meeting room and changing facilities

Sports Ground Pavilion storage units

Park House – three letting meeting rooms, office accommodation and associated car parking facilities

The Annexe and Annexe Suite (off Station Road) and associated car parking facilities and event garage

Community Food Hub

Grounds Maintenance Building and garage areas

Ellis Park Garage and Shipping Container storage

Ellis Park Storage Pavilion

Bowling Green Porta-cabin located side of Bowling Green

Such other buildings as the Council may acquire

### **Parks and Open Spaces:**

Ellis Park

Ellis Park outdoor gym equipment

Ellis Park – two multi use games areas (MUGA)

Ellis Park trail

Bowling Green rear of Park House

Mill Lane Allotments

Glebe Allotments

Station Park, off Station Road

Millennium Green – MUGA and outdoor gym equipment within the area

Brantings Park Wildlife Meadow and Jubilee Wood  
Watersmeet Meadow along Rothley Brook  
Glenfield Sports Ground incl secure dog exercise area  
Peartree Green open space  
Normandy Green open space  
Barley Green open space  
Wollaton Green open space  
Blackthorn Green open space  
Wheatfield Green Pond and open space  
Gynsill Wood and Pond  
Gynsills Meadow  
Such other open spaces as the Council may acquire

**Support**

Administrator (part-time Wed-Fri)  
Parish Manager  
2 x Premises Officers/Cleaners

Glenfield consists of some 5,000 homes and in excess of 11,000 residents and this role will evolve as the village grows. This job description will be subject to review, at least annually or whenever necessary, in consultation with the post holder.