



Woodbridge Town Council

JOB DESCRIPTION OF SECRETARY TO THE TOWN CLERK

JOB PURPOSE

To work as part of a team of administrative staff, providing efficient and effective administrative services to the Town Clerk

RESPONSIBILITIES/ACTIVITIES/DUTIES

General support and assistance to the Town Clerk in all her duties, but with particular regard to

1. To provide secretarial and administrative support to the Town Clerk, Mayor and office staff.
2. The preparation of agendas, minutes and reports. All papers to be dispatched to Councillors Wednesday of the week preceding a meeting.
3. The preparation of correspondence using the Microsoft Office software to an agreed timescale.
4. Administration of the Councils website (www.woodbridge.suffolk.gov.uk) (by updating pages as necessary).
5. Uploading information to both the Council's intranet and public website.
6. Prompt filing of all Town Council documentation including planning documentation, using the filing system and the Planning filing system. All files to be reviewed once a year and archived if necessary.
7. Dealing with planning applications as necessary which the Council wishes to refer direct to the SCDC Planning Committee (via committee referral)-under the SCDC Scheme of Delegation
8. The preparation of leaflets, invitations and booklets using Microsoft Publisher software.
9. Opening of incoming post and the daily dispatch of outgoing post.

10. Dealing with members of the public, both in-person by manning the reception during office hours, on the telephone and via email.
11. Attendance at monthly Town Council meeting to take minutes and other Committee meetings (**evenings**)
12. Managing Weddings, Baby Naming and Commitment Ceremonies at the Shire Hall by booking dates, compiling hiring agreements, updating the shared diary, collecting and banking income and liaising with the Superintendent Registrar as and when required.
13. To assist in completing hiring agreements for the use of all open spaces and buildings owned by WTC and collecting and banking income.
14. Dealing with all Mayoral correspondence and keeping up to date, the Mayors diary of events as and when required.
15. Updating all Town Council notice boards on a weekly basis.
16. Managing the stationary supplies of the Council.
17. Caretaking duties – rubbish disposal and buying of cleaning materials
18. Attendance at all civic functions as necessary to support Mayor and Councillors by the serving of food/drink or any work required in accordance with these type of events (evenings and weekends as necessary)
19. The undertaking of additional duties as advised by the Town Clerk when other staff are on leave or sick.
20. Undertaking such other tasks appropriate to the post as from time to time may arise, and as required by the Town Clerk.

Town Clerk
June 2018