

Godstone Parish Council

(incorporating the Villages of Godstone, South Godstone and Blindley Heath)

Clerk to the Parish Council

S Endersby

The Bounty
Godstone Green
Godstone, Surrey, RH9 8DY

Admin Assistant to the Parish Council

Telephone/Fax: 01883 744209

Administrative Assistant

Godstone Parish Council has a vacancy for an Administrative Assistant. The ideal candidate will have initiative, determination and sound organisational skills to manage a varied workload.

Responsibilities

Support the Clerk of the Council who manages the day-to-day administration of the Council, who requires the Administrative Assistant support with the following tasks:

- Preparing for Council meetings.
- Implementing Council decisions and resolutions.
- Purchase orders and invoice records.
- Correspondence
- Maintaining the Council's website, social media platform and Parish Magazine articles.
- Burial ground administration and records.
- Manage assets, Health and Safety inspections and Risk Assessment reviews and records

The postholder will need to have an awareness of the necessary compliance with statutory and regulatory requirements of the Clerk and Council. The position requires flexibility to meet the demands of the role. In addition to assisting with the day-to-day administration of the Parish Council, the post holder will work closely with Councillors and the Clerk, to support the planning and implementation of the aims and objectives of the Council.

Location

Based at the Parish Office in Godstone, but travel to other parts of the parish will be occasionally required.

Hours, Salary and Benefits

- Part-time position of between 10 hours per week to assist covering the office opening hours over three mornings (Mondays, Wednesdays and Fridays). The applicant may be required to attend an evening meeting or occasional additional events over the year as circumstances require.
- The hourly rate will be £12 per hour (under review due to changes to National Minimum Wage April 2025).
- Benefits: Membership in the Local Government Pension Scheme

Council would be willing to consider the flexibility of hours for the right candidate.

What We're Looking For

- Experience: Administrative experience is essential. A working knowledge of Local Government procedures is an advantage.
- Skills: Excellent communication skills, a positive 'can-do' attitude, strong IT skills, and the ability to work independently and manage a varied workload.
- Personality: A motivated individual who can build good working relationships with minimal supervision and be comfortable interacting with members of the public.

How to apply

To apply please submit a CV and the names of 2 referees to Chair and Clerk of the Parish Council, The Bounty, Godstone Green, Godstone, Surrey, RH9 8DY, or by email sbeagley@godstone-pc.gov.uk and clerk@godstone-pc.gov.uk

Applications will be reviewed monthly (on the last Friday) on a rolling basis until the position is filled.