

# Godstone Parish Council

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

## Clerk to the Parish Council

S Endersby

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## Administrative Assistant to the Godstone Parish Council

### Job Description.

The Administrative Assistant is an employee of the Parish Council employed in a part-time capacity. The Administrative Assistant reports to the full Parish Council and must not carry out the requests of individual Parish Councillors unless these are in accordance with the council standing orders.

The role of the Administrative Assistant is to ensure the smooth and efficient operation of administration of the Parish Council, as directed by the Clerk. The Administrative Assistant cannot make a decision on behalf of the Parish Council. They will help manage the day-to-day administration of the Parish Council, and will work closely with Councillors and Parish Clerk, to plan and implement the aims and objectives of the Council.

The Parish Council insures the Clerk and Administrative Assistant for legitimate actions they carry out on behalf of the parish council but this does not include fraud or any other criminal activity.

You will be expected to undergo training to update your knowledge.

### The roles you would be expected to carry out include:

- Circulating to Councillors all relevant information and correspondence received by the Parish Council
- Ensuring the Parish Council website is maintained and kept up to date
- Preparing and if necessary, chasing up invoices for rents on allotments, wayleaves, garden plots, etc
- Retaining and accurately filing all necessary documents and records
- Handling all correspondence, telephone calls, internet queries and enquires from visitors to the parish office
- Opening the parish office to the public at times agreed by the Parish Council
- Managing the Godstone Burial Grounds ensuring the relevant records, registers, approvals, payments and information are retained.
- Managing the day-to-day issues of parish office
- Requesting specifications and quotations from contractors for consideration by Councillors
- Preparing articles for local magazines and newsletters
- Liaison with the Chair of the Parish Council as and when necessary

### When necessary, in the absence of the Clerk:

- Issuing notices for meetings with the required period of notice
- Preparing in due time for meetings supporting documentation for Councillors (Meeting Notes)
- Taking the minutes of meetings and ensuring the draft minutes are available swiftly
- Producing, issuing and distributing all public notices relating to the Parish Council