

Job Description

1. **Post Title:** Admin Officer (Maintenance) – 22 hours per week (Flexible).
2. **Responsible to:** Head of Maintenance
3. **Responsible for:** Temporary staff (as appropriate).
4. **Salary Grade:** Scale 4 SCP Point 7-12 (£25,584- £27,711) pro rata
5. **Job Purpose:** To provide administrative support to the Maintenance and Operational Services Team and Head of Projects. To provide occasional support to the Help Point including information services, telephone enquiries, reception duties and sales. To assist customers in a professional and welcoming manner.
6. **Functional Relationships:**
 - (i) **Internal**
Head of Maintenance, Head of Projects and Operational Services Co-ordinator
 - (ii) **External**
Members of the public, representatives of partner organisations and hirers.
7. **Key Activities:**
 - (1) To provide administrative support to the Head of Maintenance and Head of Projects. Including but not limited to;
 - a. Ensuring reporting systems are kept up to date
 - b. Recording mileage and equipment use
 - c. Co-ordinating street name plate review and replacements where necessary
 - d. Requesting licences from WSCC for street furniture
 - e. Ordering new / replacement street furniture as directed by the Head of Maintenance
 - f. Ensuring that all partnership spread sheets and job sheets are kept up to date (including parish on line and help point system) and sent to Partners as required
 - g. Keeping accurate records of quarterly fixed-point photos at Batchelors Farm and West Park Reserve
 - h. Note taking of Maintenance Team meetings
 - i. Keeping training logs up to date and booking appropriate courses.
 - j. Keeping parish online up to date with the Councils Assets
 - k. Tree Survey admin support

- I. Regular market trader admin regarding insurances and permissions.
- (2) To deal with a wide range of personal, telephone and electronic enquiries in a professional and friendly manner. To provide occasional cover when necessary for the Help Point.
- (3) To act as a liaison between the Help Point and the Maintenance Team and coordinate interaction between the two sections.
- (4) To provide cover, during leave or busy times, for administrative duties pertaining to the Allotment Service provision in conjunction with the Head of Maintenance and Operational Services Co-ordinator.
- (5) Supporting the Head of Maintenance with the administration of Maintenance Contracts.
- (6) To undertake project and survey work as required by the Head of Maintenance or Head of Projects.
- (7) 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 including:
 - First Aid box replenishment when needed.
 - Risk Assessment updates and review.
 - Keeping the Key cabinet up to date.
- (8) To undertake such other duties as may be reasonably required by the Council.