**STURMINSTER NEWTON TOWN COUNCIL**

**Job Description**

**Job Title: Receptionist**

**Location: The Council Office at Old Market Hill, Sturminster Newton**

**Hours: 15 hours per week during office opening hours**

**Paygrade: NJC Scale 7-12**

**Responsible to: Town Clerk**

**Purpose of role: To provide high quality administration support to the Town Clerk to ensure the smooth running of the Council office.**

**Summary:**

The Receptionist is a key member of the team, supporting the Town Clerk to deliver services provided by Sturminster Newton Town Council. The role provides effective administrative support for the efficient running of the Council, assisting the Town Clerk to comply with the legal and administrative responsibilities of the Town Council. This is a varied role in a small team, each member is required to be flexible and adaptable with a good work ethic.

**Responsibilities**

**Reception**

* Open/Close Office at the appropriate times.
* First point of contact to the Council, handle customer enquiries, manage telephone calls and welcome visitors to the Council Offices.
* Signpost enquiries to other organisations where appropriate.
* Handle incoming mail, email and other correspondence.
* Assist with bookings of Council facilities, ensuring required paperwork is in order, keeping accurate records of bookings for invoicing purposes.
* Maintain the notice boards and literature displays at the Council office and in the Town.
* Maintain stock of office supplies and process orders.
* Check and sign proof of life certificates.
* Process requests for recycling bins and maintaining adequate stock levels of these.

**Other**

* Assist the Town Clerk in the research, planning and delivery of Town Council projects if required.
* Assist with the organisation of Town Council events if required.
* Handle lost property.
* Attend staff meetings/training.
* Be trained as a first aider.
* Undertake other tasks reasonably requested by the Town Clerk