



CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

APPRENTICE OFFICE ADMINISTRATOR

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| JOB TITLE: | APPRENTICE OFFICE ADMINISTRATOR | |
| RESPONSIBLE TO: | Office Administrator | |
| PURPOSE OF POST: | To work as part of the Town Council administration. Specifically, in supporting the governance and day to day running of the Town Council. Supporting the booking of Councils Facilities. To obtain an Apprenticeship Level 2 in Business Administration. | |
| | Note Items in bold below are delegated from the Town Clerk and become part of the role holder's responsibility | |
| OVERALL RESPONSIBILITIES | | |
| | 1 | To provide the administrative functions necessary for the Town Council to deliver high quality services. |
| | 2 | To ensure the provision of an efficient and welcoming front-line reception service and providing good customer care. |
| | 3 | To notify the Clerk of issues that require the Councils attention preparing necessary reports. Relevant to their role. |
| | 4 | To assist with the smooth operation of all the functions of the Parish Council and to ensure that specific designated areas of work are successfully carried out. |
| SPECIFIC RESPONSIBILITIES | | |
| | 5 | To ensure that statutory and other provisions governing or affecting the running of the Council are observed, within your role as it develops. |
| | 6 | To ensure that the Council's obligations for Risk Assessment are properly met. |
| | 7 | To ensure the proper care, security and usage of all the Council's property and equipment. |
| | 8 | Support the Clerk to ensure the Council's operations within and compliance with all legislation with regard to burial and cemetery matters. |
| | 9 | To protect the Council's interests in all matters. |
| | 10 | Undertaking specific functions of the Town Clerk as agreed from time to time. |

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| | 11 | Continuing to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council and execution of the role of Apprentice Office Administrator. |
| | 12 | Attending training courses, conferences or seminars as appropriate. |
| SPECIFIC TASKS: | | |
| Administration | | |
| | 13 | Dealing with general enquiries by telephone/personal callers. Redirection if necessary, to District/County Council offices, Social Services, Police, Library etc. |
| | 14 | When directed assist, ensure the arrangements for meetings are put in place, including, booking venues, sending invitations and arrange displays. |
| | 15 | To ensure the provision of an efficient and welcoming front-line reception service and providing good customer care. |
| | 16 | Assist with the issuing of all planning responses. |
| | 17 | The letting and bookings of the Parish Council's premises and facilities including the invoicing and collection of payments and receipt issue. |
| | 18 | Carrying out, the general office administration including - incoming and outgoing post, general correspondence, and filing. |
| | 19 | Assist with the maintenance of office supplies and stock ordering. |
| | 20 | Dealing with general enquiries by telephone/personal callers and providing information and assistance. |
| | 21 | Assist with civic support, including secretarial support to the Chairman and Members, dealing with all correspondence and maintenance of the civic diary of engagements. |
| Financial | | |
| | 22 | Dealing with purchases and payments as directed. |
| | 23 | Handling cash and assisting with banking as required. |
| | 24 | Assist with ensuring safe and secure banking and assisting with the maintenance and day to day operation of the Council's bank accounts. |
| | 25 | Support budgeting and bookkeeping procedures |
| | 26 | To assist with the computerised financial records of the Council including the preparation and payment of accounts and the maintenance, where appropriate, of salaries and wages records. Preparation of Purchase Invoices for payment, ensuring timely payment. Maintain cash books and prepare and input Purchase Invoices and Payments on computer. Reconcile invoices against goods received as directed. |

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| | 27 | Provide statements and lists of payments and receipts for presentation to the Council when required. Prepare and carry out banking of monies received. |
| Other Duties | | |
| | 28 | Maintaining a clean and tidy working environment. |
| | 29 | Assist with the management of allotment sites, including waiting lists, annual renewals, payments and the sending of associated correspondence. |
| | 30 | Assist with the management of the Trailer Park including waiting lists, allocation of plots, regular inspections, annual renewals, and maintenance of payment records. |
| | 31 | Assisting as required at Town Council and other community functions, including - setting up and maintaining road closures and other duties that may be reasonably required. Outside normal working hours |
| | 32 | To undertake any other appropriate duties as determined from time to time by the Town Clerk to achieve the aims and requirements of the Council including covering other posts in times of absence. |
| Code of Conduct | | |
| | 33 | The Office Administrator will be required to abide by any National Code of Conduct for Local Government Employees that may be adopted by the Council and shall at all times act in a manner such as will not bring disrepute or criticism upon the Council. |
| | 34 | To conduct yourself in accordance with the Town Council's Equal Opportunities Policy and Equalities Act 2010. |

Town Council Properties and Land areas:

- Village Greens at:
 - Great Cambourne.
 - Lower Cambourne
 - Upper Cambourne.

- The play areas and equipment within Cambourne including:
 - Great Cambourne Village Green Play Area.
 - Lower Cambourne Village Green Play Area.
 - Upper Cambourne Village Green Play Area.
 - Eco Park kick about area
 - Great Cambourne Cricket Pitch Play Area.
 - Skateboard Park.
 - Informal MUGA

- Buildings including their car parks, grass areas and flowerbeds thereon:
 - The Hub Community Centre.
 - Cambourne Town Office.
 - Sports Pavilion.
 - Lower Cambourne Cricket Pavilion.
 - Great Cambourne Cricket Pavilion.
 - Cambourne Sports Pavilion.
 - Bowls Pavilion.
 - Blue School.
 - Cambourne Youth Building.

- Sports Facilities including:
 - 3g ATP
 - Tennis Courts
 - MUGA,
 - Bowling Green
 - Sports Pitches.
 - Lower Cambourne Cricket Square and their outfield (county standard).
 - Great Cambourne Cricket Square and their outfield (county standard)

- Other Areas
 - Eastern Valley Country Park
 - Burial ground on the High Street.
 - Upper Cambourne Village Green Car Park.
 - Ponds and lakes.
 - Drainage ditches (keeping free flowing)
 - Green ways (including some managed for Wildlife Trust)
 - Brace Dean allotments.
 - Crow Hill allotments.
 - LAP's, POS's and open spaces the Town Council maintains under an agency basis (contract) verges, undeveloped land, schools and it becomes more and more every year and not just maintenance it can also include getting land ready for adoption, felling trees and spraying.

- All other land and buildings that come into the Town Councils ownership/responsibility.



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APPRENTICE OFFICE ADMINISTRATOR PERSON SPECIFICATION

Applicants should have the following: (E: essential, D: desirable)

- 1 To be willing to work towards achieving an Level 2 in business Administration
- 2 Proven experience in the use of Microsoft Office (D)
- 3 Have achieved GCSE level D or higher in English and Maths. (E)
- 4 The ability to regulate workload and be self-administrating(D)
- 5 Sound interpersonal skills, including the ability to communicate orally and in writing effectively and sensitively with elected members, other authorities or bodies and members of the public (E)
- 6 The ability to work with and assist other members of the team. (E)
- 7 The ability to work to strict deadlines and to plan work efficiently under pressure (D)
- 8 Able to work flexible hours, especially evening meetings and some weekends (D)
- 9 Ability to contribute to the aims and objectives of the Council (D)
- 10 The ability to assimilate information clearly and concisely and to maintain meticulous records (D)
- 11 The ability to work with and relate well to colleagues and to respond to a changing environment. This might involve the need to undertake/assist with the work of other team members during periods of absence (D)
- 12 A proven record of good attendance and low un-certificated sickness. (D)
- 13 The ability to travel to the day release college. (E)



CAMBOURNE TOWN COUNCIL

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Mission Statement

Cambourne Town Council will work with its residents and partners to make Cambourne a great place to live; providing an inclusive, accessible and sustainable environment; supporting and enhancing the local economy and continually reviewing and reducing its carbon footprint.

Objectives

- To develop a Council equipped for sustainable growth,
- Putting our residents at the centre of everything we do,
- To recognise, acknowledge and support the benefits brought by the diversity of our Community,
- To build a cohesive, inclusive community,
- To be a friend to the environment,
- To promote the reduction of the carbon footprint of Cambourne
- To maintain, enhance and promote the use of Open Spaces, Footpaths, Cycle Routes, Playgrounds and Country Parks to develop the health and social wellbeing of residents,
- To continue to develop good relationships and partnerships with local authorities, public bodies, and the private and voluntary sectors.

Cambourne Town Council Mission Statement
Adopted 3rd November 2020



CAMBOURNE TOWN COUNCIL

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Cambourne Town Council Staffing Structure 2023-24

Cambourne Town Council

