



Job Title: Assistant Clerk to the Council (Part-Time)

Hours: 20 hours per week – actual days to be agreed with the successful candidate

Salary: NJC Local Council scale SCP 18-23

Responsible to: Clerk to the Council

Location: Parish Council Office, Village Hall, York Road, Earls Colne

Contract: Part-time, permanent (subject to satisfactory probationary period)

Purpose of the Role

The Assistant Clerk will support the Clerk in the efficient and effective administration of the Council's business, hall bookings and facilities, giving a responsive and professional service to the public, councillors and users of the Council's hall/facilities. The postholder will work closely with the Clerk to ensure that the Council's responsibilities and services are delivered to a high standard.

Key Responsibilities & Duties

Below are the principal duties. The post-holder may be required to undertake other duties appropriate to the grade and role.

1. Supporting the Clerk in Council Administration

- Assist the Clerk in preparing agendas, reports and minutes for Council and Committee meetings as required.
- Maintain filing systems (electronic and paper) for Council business.
- Deal with incoming correspondence and telephone/email enquiries, redirecting or responding as appropriate.
- Act as a first point of contact for members of the public, other organisations and stakeholders on behalf of the Council.
- Assist with the implementation of Council decisions and ensure follow-up actions are undertaken.
- Provide cover or support in the absence of the Clerk as directed.

2. Supporting the Clerk with Governance

- Support the maintenance of the Council's policies and procedures, ensuring compliance with statutory requirements and best practice.
- Assist the Clerk in maintaining and updating the Council's governance calendar, ensuring statutory deadlines, policy reviews, audits, meetings and key actions are monitored and progressed in a timely manner.



- Support the implementation of Health & Safety responsibilities, including assisting with risk assessments, accident/incident records, equipment checks and ensuring documentation is kept up to date in line with legislation and external HR/Health & Safety advice (e.g. WorkNest).
- Assist with HR-related administration, including maintaining staff annual leave records, and ensuring compliance with HR policies and guidance as advised by the Council's HR provider.
- Support the development, maintenance and administration of the Council's SharePoint or electronic document management system, ensuring documents are well organised, accessible and up to date.
- Assist with the review and updating of relevant handbooks, policies and procedural documents as required.
- Support the Council with action tracking, including maintaining action logs from meetings, monitoring progress against agreed actions and following up with relevant parties as required.
- Ensure good governance practices are embedded across the Council's activities, supporting transparency, accountability and compliance.

3. Hall Bookings and Facilities Administration

- Manage the hall booking enquiries, bookings diary, hire paperwork, invoicing and receipts for use of the hall.
- Liaise with hirers to ensure terms & conditions, facilities and equipment are appropriate.
- Ensure that hall users are given relevant information, that bookings are properly recorded and that the Council's booking systems run efficiently.
- Monitor and manage supplies and consumables for the hall/facilities (e.g., cleaning materials, toilet supplies, kitchen supplies, etc).
- Undertake regular stock checks, reorder supplies as required and maintain records of orders and expenditures.
- Monitor the condition of the hall/facilities (cleanliness, equipment, health & safety) and liaise with the relevant oversight team and the Clerk about maintenance or replacement of equipment.
- Undertake regular checks of the facility's public equipment (for example defibrillator checks: ensure service date, signage, batteries and pads are intact and reports are logged).



- Ensure compliance with health & safety standards for the hall/facilities (for example fire-equipment checks, risk assessments, emergency procedures) in liaison with the Health and Safety representative and the Clerk.

4. Public/Customer Service & Community Liaison

- Respond to general enquiries from the public, hall users, community groups and external organisations in a courteous, timely and professional manner.
- Provide support to councillors, staff and volunteers as required, building a positive relationship with users and residents.
- Assist in promoting the hall/facilities for hire (via website, social media, noticeboards, local publications) as agreed with the Clerk.
- Support community events, liaising with organisers and supporting the events as required.
- Assist in communicating information to the public via website, social media, noticeboards and local publications as agreed with the Clerk.

5. Financial and Administrative Support

- Assist with basic financial duties linked to hall/facility bookings: generating invoices, recording receipts, banking, or forwarding to the Clerk for banking, chasing overdue payments.
- Track expenditure on hall/facility supplies and report to the Clerk.
- Help maintain accurate records of assets, maintenance, bookings and supplies.
- Assist with basic data entry tasks, spreadsheets and document preparation.

Terms & Conditions

- The post is part-time - 20 hours per week (actual days/times to be agreed with the successful applicant and the Clerk).
 - The salary is on the NJC pay scale LC2 SCP 18–23 (pro rata).
 - Contract subject to satisfactory references and any required checks.
 - The position may require occasional evening/weekend availability (for example to support hall bookings or attend meetings or events) – these will be agreed in advance.
 - The post will require occasional travel within the parish (reimbursed in line with Council policy).
 - The Council will support training and development appropriate to the role.
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How to Apply

Please submit a CV and a covering letter explaining your interest in the role and how you meet the person specification (see website). Please also provide two referees (one of whom should be your current or most recent employer).

Please send applications to Sarah Gaeta, Parish Clerk, Village Hall, York Road, Earls Colne, CO6 2RN or clerk@earlscolne-pc.gov.uk **by 5pm on Tuesday 17th February 2026.**