

BRACEBRIDGE HEATH PARISH COUNCIL

The Heath: Village Hall & Library, Red Hall Lane, Bracebridge Heath, LN4 2LB
07899 888530 – clerk@bracebridgeheath-pc.gov.uk

Job Description – Administration Assistant

Job title	Administration Assistant
Location	Main base: The Heath: Village Hall & Library
Salary	SCP 6 to 9
Hours	8 hours per week
Responsible to:	Deputy Clerk

Purpose of role

- To make and confirm bookings for the council's community buildings.
- To support the day-to-day administration of the parish council
- To be an effective team member, supporting the delivery of council services.

Specific responsibilities

Facilities

- Use bookings software to make and confirm hire bookings for customers, sending all relevant information and liaising with customers as required.
- Maintain schedules and booking diaries for all facilities
- Answer phone calls from existing and prospective customers
- To confirm return of deposits with customers, liaising with colleagues as necessary regarding the condition of the hall.
- Check facility stock and update to ensure the buildings are ready for hire at all times.

Administration

- To update and assist with the management of the council's website including adding or removing information as directed by the Deputy Clerk or Clerk
- Prepare printing and paperwork as required
- To assist with the planning and running of events as required
- To support with the administrative functions of the Community Library

Other job requirements

- To participate in continuing professional development to increase the knowledge and experience required for the role. This includes attending relevant training courses.
- To undertake any other duties commensurate with the post.
- To work flexibly to meet the requirements of the council and its services.
- To receive instructions from the Clerk or Deputy Clerk as appropriate.

This job description sets out the main duties of the job in January 2026. Such duties may vary from time to time without changing the general character of the post or the level of responsibilities entailed.