# STILTON PARISH COUNCIL

**JOB DESCRIPTION AND PERSON SPECIFICATON**

| | |
|---|---|
| **Job Title** | Pavilion Administrator |
| **Employer** | Stilton Parish Council |
| **Location** | Stilton Pavilion/at home |
| **Hours** | 12-15 hours per week |
| **Salary** | From £11.37 (SCP7-12 LC1) |
| **Responsible to:** | Clerk, Stilton Parish Council |

**Main Purpose of the Role**

The Pavilion Administrator will be responsible for the day-to-day administration of Stilton Pavilion. They will ensure smooth running of the Pavilion and seek to make sure that the needs of users are properly addressed and that statutory and Parish Council requirements for the Pavilion are met.

The Administrator will be under the supervision of the Clerk and will work with them to maintain the necessary records for the bookings, finances and statutory requirements. A degree of flexibility will be required to provide the necessary support.

The Administrator will promote the use of the Pavilion and advise the Parish Council on ways to maximise the facilities potential as well as advise on the maintenance and running of the facility.

| **Key Duties** | |
|---|---|
| 1 | To take bookings for the Pavilion via emails, telephone and messenger. Input into Scribe Bookings and raise invoices to enable accurate accounting of Pavilion income. |
| 2 | To keep the Scribe Bookings calendar up to date. |
| 3 | Manage the bookings telephone, Pavilion social media/messenger and Pavilion email and answer enquiries in a timely fashion |
| 4 | To carry out regular maintenance tasks – e.g., fire alarm testing, septic tank emptying, Pavilion bin, etc (Note – Problems should be referred to the Clerk/RFO to enable satisfactory solution |
| 5 | To ensure the cleanliness of the Pavilion by organising cleaning staff, requisitioning consumables and identifying cleaning/maintenance issues, liaising with the Clerk/RFO when required. |
| 6 | Liaise with Pavilion users/caretakers to provide viewings of the Pavilion to potential users, open up and lock up the Pavilion for non-regular users. |
| 7 | In collaboration with the Clerk/RFO, to maintain the facility risk assessment and health and safety registers including the legionella testing and COSHH sheets and provision of advice to users regarding safe handling of equipment and facilities in accordance with good practice and current health and safety legislation/standards. |
| 8 | To ensure the effective functioning of the Pavilion security system liaising with the alarm company as required. |
| 9 | To promote the use of the Pavilion using approaches agreed by the Parish Council and contribute to the on going development of the Pavilion. |
| 10 | To arrange meetings of the Pavilion Working Group and be the leader of the group (if necessary), providing reports to the AMC committee. |
| 11 | To maintain the Pavilion Facebook account, providing interesting and informative content |

| | |
|---|---|
| | to keep the village aware of Pavilion activity. To take responsibility for the Pavilion profile on the PC website and work collaboratively with the Clerk regarding social media/website, providing general support if time is available. |
| 12 | To work with the Clerk to review the website/social media quarterly and suggest Pavilion content for a village newsletter twice a year. |
| 13 | Attend quarterly AMC committee meetings to deliver a report on Pavilion concerns. |

The council is committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

This job description is not intended to be either prescriptive or exhaustive, it is issued as a framework to outline the main areas of responsibility.