

# Yeovil Town Council



## JOB DESCRIPTION

**Job Title:** Admin Officer

**Grade:** SCP 5 - 12  
£25,583 - £28,598

**Hours of Work:** 37 hours per week (occasional evening and weekends)

**Annual Leave Entitlement:** 23 days (plus 2 statutory days), increasing to 26 days (plus 2 statutory days) after 5 years' service

**Responsible to:** Deputy Town Clerk

**Responsible for:** No budgetary responsibility

### Main Purpose of the Job

To provide administrative support for the day-to-day operations of Yeovil Town Council, including assisting the Leadership Team and supporting Council and Committee meetings, ensuring records are maintained and procedures are followed correctly.

### Summary of Responsibilities and Duties of the Job

1. To greet visitors and answer the telephone in a welcoming and helpful manner; and to provide general advice, information, and signpost or direct enquiries as necessary;
2. To assist with incoming and outgoing mail (both paper and electronic);
3. To provide support to staff and councillors;
4. To assist and support the Leadership Team with day-to-day responsibilities, as directed;
5. To attend meetings of the Council and its Committees in accordance with the approved Programme of Meetings, subject to amendment;
6. To prepare and publish agendas with the relevant Director, making sure all reports and supporting information are included and issued on time;

7. To assist in taking accurate minutes of meetings and produce draft minutes promptly for review by the relevant Leadership Officer(s);
8. To assist the publication of agendas and minutes on the Council's website, ensuring they are issued in line with statutory and Council requirements;
9. To assist in preparing and publishing the annual Programme of Meetings, subject to Town Council approval;
10. To help maintain and regularly review an annual forward plan of Council and Committee agenda items;
11. To monitor and follow up on actions from Council and Committee meetings and to keep relevant officers informed and tracking progress where required;
12. To help liaise with Councillors in relation to meetings, democratic processes and procedural matters;
13. To support Councillor and staff induction, development and training programmes;
14. To assist with research, briefings, consultations and working groups, as required;
15. To assist in updating and publication of Members' registers of interests;
16. To attend relevant training courses as required;
17. To assist in ad-hoc projects and attend events as required; and
18. To undertake any other duties appropriate to the post, as directed.

### **External and Internal Contacts**

The Mayor, Councillors, members of staff, partner agencies, allotment tenants and members of the public.

Face to face, telephone, written and electronic communication.

### **Working Environment**

Based at Town House but may be required to work at any location within the Town and occasionally outside the Town.

### **Health and Safety at Work**

Yeovil Town Council's Health and Safety Policy and all relevant Health and Safety at Work Instructions (such as the Lone Working Policy, procedures and practice guidance) are to be considered as part of this job description.

### **Equal Opportunities**

Yeovil Town Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, beliefs, sexual orientation, responsibilities for dependants, marital status or disability.

**July 2026**