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# SAWSTON PARISH COUNCIL

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## SAWSTON PARISH COUNCIL

### JOB DESCRIPTION

#### BOOKINGS CLERK

<b>RESPONSIBLE TO</b>	The Clerk
<b>GRADE</b>	LC1 scale 7 £20,092 (pro rata)
<b>HOURS</b>	15 per week (37 hours is full time)

#### PURPOSE OF JOB

To manage hiring of parish council buildings for user groups and sports clubs.

#### SCOPE OF THE JOB

- 1 Manage hiring of sporting and recreational facilities at:
  - Mill Lane Recreation Ground
  - Spicers Sports Ground
  - Lynton Way Recreational Ground
- 2 Manage the sports agreements and fixtures for the football and cricket clubs
- 3 Arrange relevant repairs to all pavilions when required

#### MAIN DUTIES

- 1 Work with the sports clubs and check their usage so accurate invoices are generated.
- 2 Invoice regular users and one-off hirers, take payment and record payments.
- 3 Ensure payments are made on time and chase outstanding payments.
- 4 Take bookings from non-sports clubs for hire of the pavilions, arranging agreement etc.
- 5 Manage and maintain all bookings for the three pavilions.
- 6 The organise basic repairs and maintenance to pavilions.
- 7 To be aware of, and act in accordance with, the Parish Council's Health and Safety Policy and to Ensure Health & Safety rules and regulations are followed at all times.
- 8 Advise the Clerk on cost effective methods of work and maintaining the pavilions.
- 9 Carry out other duties as reasonably required by the Parish Clerk from time to time.
- 10 Undertake additional training as necessary and mutually agreed.

## **NATURE OF THE JOB**

The Bookings Clerk has a duty to themselves, other staff and the general public to work in a safe manner ensuring that safety instructions adhered to.

Grievance issues must be reported directly to the Clerk. Incidents and accidents must in the first instance be promptly reported to the Clerk. Absence from work through illness must be reported to the Clerk by 10am of the first day of absence.

General issues relating to employment conditions are detailed in the Contract of Employment, Grievance Procedure and the Health and Safety Policy.

The Bookings Clerk is expected to attend evening meetings such as Recreation and Open Spaces Committee which meet quarterly.

## **PERSON SPECIFICATION**

- 1 The ability to regulate workload and be self-administering.
- 2 The ability to work to deadlines and plan work efficiently under pressure.
- 3 The ability to work well with colleagues and to respond to a changing environment.
- 4 Able to work flexible hours and attend evening meetings (at least one meeting quarterly).
- 5 Proven experience of working in an office environment.
- 6 Proven experience of Microsoft Office.
- 7 Ability to travel within Sawston (car, moped, bike, etc)