



**Buckingham Town Council**

## **JOB VACANCY**

### **Office Administrator**

**25 hours per week**

**9am to 2pm Monday to Friday**

**Convenient town centre location**

**SCP 7-12: Starting at £13.26ph (pay award pending)**

Are you looking for an administrative role in local government? Buckingham Town Council is looking for someone to join their office team, providing administrative services to aid the smooth running of the Town Council.

Buckingham Town Council manages parks, play areas, the cemetery, a full calendar of events, a Shopmobility service, Buckingham Tourist Information Centre, community grants and other services within the town. This is a varied role, which will include some work outside the office.

The main tasks will include:

- General administrative tasks including answering phone calls, greeting guests, and dealing with queries
- Monitoring and restocking office supplies, leaflets and catalogues
- Updating social media and the website
- Cemetery administrative duties
- Assisting at some Town Council events

The role is a part-time permanent position with occasional additional weekend and evening work being required.

Buckingham Town Council is an Equal Opportunities Employer.

*For further information or an informal discussion about the post, please contact the Deputy Town Clerk on 01280 816426.*

The application form should be completed in full, and shortlisting will be based on the information provided on the form. **CVs will not be accepted.** Application packs are available from [www.buckingham-tc.gov.uk](http://www.buckingham-tc.gov.uk) or by calling 01280 816426 and should be submitted either by post to:

**Private and Confidential** – Deputy Town Clerk

Buckingham Town Council  
Buckingham Centre  
Verney Close  
Buckingham  
MK18 1JP

or by email to: [deputytownclerk@buckingham-tc.gov.uk](mailto:deputytownclerk@buckingham-tc.gov.uk)

**Closing Date for Applications: Monday 7<sup>th</sup> July 2025 at 1pm**



## Job Description

**Post Title:** Office Administrator

**Accountable to:** Deputy Town Clerk

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### Job Purpose:

- Provide administrative services to aid in the smooth running of the Town Council

#### 1. Office Administration

- Answer phone calls politely and deal with queries quickly and efficiently.
- Monitor, order and maintain the levels of stationery, toners and office supplies.
- Forward queries/complaints about eg rubbish, parking, drinking, noise, vandalism, etc, to appropriate services.
- Generally, provide administrative support for Buckingham Town Council office and other departments as and when required (including typing, letter writing, bookings, photocopying, shredding, filing, proof reading, archiving, minute taking etc)
- Arrange for Welcome Packs to be distributed to new residents through estate agents
- Arrange for banners to be displayed in the town centre
- Open and date stamp mail and distribute, send post and update the post log
- Updating Town Council databases, spreadsheets, logs and other information
- Create purchase orders and monitor petty cash.
- Arrange office H&S/PAT checks.

#### 2. Cemetery Administration

- Carry out administrative duties required for funerals and issuing memorial permits
- Update and maintain the Cemetery Database / Records

#### 3. Communications

- Edit the Town Council's website and social media pages as and when required.
- Write, edit and collate articles for Buckingham Town Matters and other publications.
- Actively monitor social media for issues and opportunities.

#### 4. Projects, activities and events

- Assist team projects as delegated by line manager.
- Manage own projects and activities as and when required.
- Attend Council events, assist where necessary and take photos/update social media.

#### 5. General Duties

- Use appropriate PPE and comply with Health and Safety.
- Deal with the public in a polite and helpful manner.
- Attend training courses in accordance with identified training requirements.
- Other duties as the Council may reasonably require.



*Employee Declaration:*

I have received, reviewed and understand the job description for **Office Administrator**. I further understand that I am responsible for the satisfactory execution of the functions as described.

<b>Signed:</b>	
<b>Dated:</b>	
<b>Name:</b>	



## Person Specification

**Post Title:** Administrator

**Accountable to:** Deputy Town Clerk

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Criteria	Essential	Desirable
<b>Experience</b>	General office experience	Experience of working in an administrative role in the public or private sector
<b>Qualifications / Training</b>	Good general education with a minimum of 5 GCSEs, including Maths and English	Degree or HNC in relevant discipline  2 A levels
<b>Knowledge &amp; Skills</b>	Good practical knowledge of Microsoft Office  Organisational skills  Competent user of the internet and social media	Minute taking  Record keeping  Letter writing
<b>Practical &amp; intellectual skills</b>	Able to work both alone and harmoniously with staff and public	Experience of working without close supervision
<b>Disposition / Attitude</b>	Positive 'can do' attitude  Honesty  Problem solving  Flexible team worker  Diplomacy and tact  Friendly disposition  Trustworthiness with confidential information	
<b>Special requirements</b>	Willing to attend evening meetings and work at weekends and bank holidays if necessary	