**BOOKINGS CLERK - JOB DESCRIPTION**

**POST TITLE**: Bookings Clerk

**REPORTING TO**: Town Clerk/Responsible Financial Officer

**LOCATION**: The New Hall, Station Road Bawtry

**HOURS OF WORK**: 7 per week

**SALARY:** National Joint Council LC1 Point 8 Salary Scale £19,554 pro rata (£10.16 per hour)

**PENSION:** In accordance with Workplace Pension Regulations

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| **Bookings Clerk Role: KEY TASKS AND RESPONSIBILITIES:**  1. Process & record all New Hall bookings from hirers of the hall and for Council and committee  meetings.   * Responding to enquiries and taking bookings * Explaining the charges to hirers and ensuring they understand them; * Collecting deposits and payments where required. * Showing the hirers the hall and ensuring they are familiar with health, safety and fire procedures; * Informing users if other rooms are in use at the same time; * Managing any key requirements   2. Provide details of bookings and fees charged for use of the New Hall to the Town Clerk  for subsequent invoicing and financial accounting.  3. General day to day management of the New Hall facility ensuring policies and  guidelines laid down by the Asset Management Committee are followed by users.  4. Attendance at Council or Committee meetings when required.  5. Manage consumables for the New Hall and report requirements to the Town Clerk   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **JOB ACTIVITIES:**  1. Deal with all public enquiries and maintain an electronic ‘diary’ of bookings for the Hall.  2. Show prospective users around the New Hall explaining facilities available.  3. Report relevant information on use of the Hall to the Town Clerk.  4. Maintain financial records of any hire fees levied and provide weekly reports to the  Town Clerk for invoicing/ purposes.  5. Collect and bank any cash payments and provide weekly financial reports to the Town  Clerk for subsequent processing  6. Liaise with the New Hall cleaner about forthcoming bookings etc.  7. Report any hall repairs or incidents to the Town Clerk.  8. Support the Town Clerk in the general administration of the building.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **PERSON SPECIFICATION**  **Key Job Requirements** | **Essential** | **Desirable** | **Testing Mechanism** | | | QUALIFICATIONS  Good general education – computer literate  EXPERIENCE  Previous experience in a similar administration/public facing role | X  X |  | Application form  Application form | | |  |  | | |  | | KNOWLEDGE  Knowledge of Accounts  Knowledge of Community Engagement  Knowledge of health and safety and equal opportunities requirements in a public service / customer focused environment  Knowledge of Local Government |  | X  X  X    X | Application form /interview  “  “    “ | | | SKILLS  Able to work within a small team or alone and to work on own initiative and complete tasks without supervision  Able to seek advice and use it effectively  Able to identify problems, assess them and offer a range of solutions.  Computer literate  PERSONAL QUALITIES  An excellent communicator at  all levels  Well organised, able to use and maintain different systems with the ability to meet deadlines  Flexible and able to multi-task  A willingness to train and develop.  OTHER  Available to work on occasion in evening | X    X  X  X  X  X  X | X  X | Application form  Interview  Interview  Application form  Interview  “  Application form | |   **BAWTRY TOWN COUNCIL**  **VACANCY – BOOKINGS CLERK**  Bawtry Town Council is looking to recruit an enthusiastic and reliable person to carry out the duties of Bookings Clerk for the New Hall, Station Road Bawtry.  Candidates should have excellent interpersonal skills, be computer literate and have some accounting knowledge. They should be able to work as part of a small team, yet also be confident working on their own initiative. Previous experience in the public sector would be helpful, although not essential and training where required will be provided.  The Town Council owns a number of facilities and green spaces including the New Hall. This is a new role reflecting the Council’s management of the hall from 1st May 2019  The successful candidate will be confident and enjoy dealing with members of the public, as part of the local community. The post includes responsibility for public hire arrangements and some day to day management tasks.  Flexibility of working may be required to cater for events.  The work is primarily based from home.    This is a part-time role for 7 hours per week Monday - Friday although weekend work may occasionally be required to cater to hirers needs.  The starting salary is National Joint Council LC1 Point 8 Salary Scale (£19,554) pro rata.  The application form and job description are available on the Town Council website at [www.bawtrytowncouncil.com](http://www.bawtrytowncouncil.com).  Completed applications should be returned by Friday 26th April 2019 for the attention of Angela Harrison, Clerk to the Council, PO Box 368 Worksop, S81 8GA or emailed to [bawtrytowncouncil@gmail.com](mailto:bawtrytowncouncil@gmail.com)  Interviews will take place at the New Hall Bawtry. If you would like an informal chat about the job please telephone Angela Harrison on 07494 893954 | |