



Oakham Town Council

Administration Officer Vacancy

Application Pack

October 2026

RECRUITMENT OF ADMINISTRATION OFFICER

THE ROLE

Oakham Town Council (OTC) is seeking to recruit a part-time Administration Officer.

We are seeking a proactive, organised and highly effective administrator to provide comprehensive administrative support to the Council, Clerk, Councillors, Mayor and Committees. The successful candidate will play an important role in ensuring the smooth and efficient operation of Council services and governance processes. The role will include the preparation and administration of meetings, maintaining accurate and up-to-date records, providing a high standard of customer service, and undertaking a wide range of administrative duties to support the effective delivery of the Council's objectives.

The successful candidate will be able to demonstrate a proven track record in administration, with excellent organisational and communication skills and a strong attention to detail. They will be confident working independently, managing competing priorities and maintaining a high level of accuracy.

The role is part-time office-based. Flexibility is needed as evening meetings and the occasional weekend working is a requirement of the role.

ROLE SPECIFICS

Permanent part-time, office-based.

Hours: 22.5 hours per week including the occasional evening and weekend.

Salary: £14.14 to £14.59 p/hr SCP7-9 LC1 dependent upon experience and qualifications.

Generous local government pension scheme.

Qualifications preferred:

- ECDL/ICDL (European/International Computer Driving License)
- OCR Level 2 Certification in Administration
- City & Guilds Level 2 Certification in Business Administration

It is expected that the successful applicant will commit to local government training if they do not already have the relevant skills and experience.

HOW TO APPLY

Applicants must be able to demonstrate significant administration experience.

Applicants should read all of the Application Pack prior to completing their application and make clear in their application why they are interested in the position, and what relevant skills and experience they have, with reference to the Job Description and Person Specification.

CVs can accompany the application form if you wish. Please note that the post will be subject to a DBS check.

Application packs and a job application form are available at www.oakhamtowncouncil.gov.uk. The application form should be returned to Samantha Haywood, Locum Clerk/RFO, townclerk@oakhamtowncouncil.gov.uk marked private and confidential.

Deadline for applications: 31st October 2026

Oakham Town Council is committed to equality of opportunity and actively welcomes applications from all suitably qualified candidates.

THE PARISH

Oakham is a historic market town in the county of Rutland, in the East Midlands of England. It is the county town and is well known for its attractive historic buildings, traditional market-town character and pleasant rural surroundings. The town offers a combination of traditional charm and modern amenities, making it an appealing place for families, professionals, retirees and visitors. It benefits from good access to the surrounding countryside and is located close to Rutland Water, one of the area's major attractions.

Oakham has a varied range of shops and services, particularly around the High Street, Market Place, Mill Street and Church Street. The town centre includes independent retailers, clothing shops, gift shops, cafés, pubs, restaurants, supermarkets and everyday convenience stores. The mix of independent businesses and larger retailers helps provide for many day-to-day needs, while the traditional streets and historic buildings contribute to its distinctive character. The town also has schools, healthcare services, leisure facilities and community amenities, making it a practical place to live rather than simply a tourist destination.

SELECTION PROCESS AND TIMETABLE

All applications will be scored and then considered by the selection panel. Shortlisted candidates will be invited to participate in an interview in Oakham. Panel interviews will last for up to 1 hour. Once invited for interview, please do advise of any special requirements or needs to ensure we can consider any reasonable adjustments required. Candidates may be required to attend a second interview and give a presentation.

Activity	Date
Application closing date	31 st October 2026
Candidate shortlisting	2 nd November 2026
First interviews	To be confirmed
Second interviews	To be confirmed

JOB DESCRIPTION

Job Description

Administration Officer

Reports to: Town Clerk

Date: **XXXXXXXX**

Hours: Part-time 22.5 hours per week

Salary: £14.14 to £14.59 p/hr SCP7-9 LC1

Job Purpose

To provide effective administrative support to the Council, Clerk, Councillors, Mayor and Committees, ensuring the smooth and efficient operation of Council services and governance processes.

To support the preparation and administration of meetings, maintain accurate records, provide high-quality customer service and undertake a range of administrative duties to support the delivery of Council objectives.

Council and Committee Administration

- Assist the Clerk in preparing and compiling agendas, reports and supporting documentation for Council, Committee and working group meetings in accordance with Council procedures and agreed timescales.
- Attend Council and Committee meetings as required, including evening meetings, to provide administrative support.
- Take accurate and comprehensive minutes of meetings, ensuring decisions, actions and recommendations are clearly recorded, for review by the Clerk before publication.
- Prepare and distribute approved minutes and meeting documentation in a timely manner.
- Maintain records of Council decisions, actions and supporting documentation in accordance with legal and procedural requirements.
- Assist with the preparation and publication of meeting papers, agendas and minutes to support transparency and public access requirements.

Administrative Support

- Provide general administrative support to the Clerk, Councillors and Council officers as required.

- Manage correspondence, emails and enquiries, ensuring matters are dealt with promptly or directed to the appropriate person.
- Maintain accurate electronic and paper filing systems, ensuring records are organised, accessible and appropriately stored.
- Assist with the preparation of letters, notices, reports, presentations and other Council documents.
- Support the maintenance of Council registers, databases and administrative records.
- Assist with the organisation of appointments, meetings and other Council activities.
- Answer telephone calls promptly and professionally, dealing with routine enquiries where appropriate, taking accurate messages, and directing calls to the relevant officer or councillor as required.

Customer and Community Support

- Act as a point of contact for residents, community groups, organisations and other stakeholders, providing professional and helpful assistance.
- Respond to routine enquiries and requests for information, escalating more complex matters to the Clerk or relevant officer.
- Support the delivery of effective communication between the Council and the local community.
- Assist with public consultations, surveys, community engagement activities and other Council initiatives as required.

Governance and Compliance Support

- Maintain confidentiality and handle sensitive information appropriately in accordance with Council policies and legislation.
- Support the preparation and administration of Freedom of Information (FOI) requests and other information requests where required.

Meetings and Events Support

- Provide administrative support for Council meetings, public meetings, consultations and community events.
- Assist with meeting arrangements, including room bookings, equipment, refreshments and circulation of papers.
- Support the administration of Council events and activities as required.

Finance and Procurement Support

- Assist with procurement administration, including maintaining supplier records, obtaining quotations and filing relevant documentation.
- Order stationery and office consumables as directed by the Clerk.

Professional Development

- Maintain and develop professional competence through ongoing Continuing Professional Development (CPD), relevant training and attendance at appropriate sector events.
- Apply updated knowledge and skills to support continuous improvement within the Council.

The following accountabilities apply to all posts:

- Work Environment: A level of flexibility, a positive attitude, and ability to adapt to changes due to service needs.
- The postholder will be expected to cover similar roles.
- To implement the Council's Equal Opportunities and Diversity policies and to work actively to overcome discrimination on grounds of age, disability, gender, race, religion/belief, sexuality or status in the Council's service.
- To take responsibility appropriate to the post held for tackling racism and promoting good race, ethnic and community relations.
- To ensure that the Council's values, policies, procedures, Standing Orders, and Financial Regulations, and relevant external regulations, standards or legal requirements, including the Data Protection Act, the Computer Misuse Act, the Health & Safety at Work Act and other relevant legislation are integrated into work programmes and service delivery.
- To maintain strict confidentiality wherever required.

Person Specification – Administration Officer

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	• Understanding of the importance of effective communication. • Experience of providing administrative support in an office or similar environment. • Experience of preparing documents, maintaining records and managing correspondence. • Experience of taking accurate notes or minutes of meetings. • Understanding of the importance of	• Experience of working within local government, the public sector or a community-focused organisation. • Knowledge of Council procedures, meeting administration or local government governance. • Experience of supporting public meetings or committees.	Application form Interview Scoring system

	confidentiality and accurate record keeping. • Experience of working with Microsoft Office.		
QUALIFICATIONS / TRAINING	• Good general education including GCSEs (or equivalent) in English and Maths. • Administration qualification(s) such as NVQ or OCL, ECDL	• Shorthand	Application form Copies of certificates
SKILLS & KNOWLEDGE	• Excellent written and verbal communication skills. • Good attention to detail. • Ability to work independently and use initiative. • Excellent organisational and administrative skills. • Ability to produce accurate documents with good attention to detail. • Ability to take clear and concise minutes and identify key decisions and actions. • Good IT skills, including confidence using Microsoft Word, Excel, email and electronic filing systems.	• Knowledge of local council procedures, governance and community engagement. • Understanding of confidentiality and data protection requirements. • Experience using meeting management, website or document management systems. • Ability to support basic financial, procurement or reporting tasks. • Knowledge of Wordpress.	Application form Interview References
PRACTICAL & INTELLECTUAL SKILLS	• Excellent planning and organisational skills, and able to prioritise workload and meet deadlines. • Ability to work autonomously and harmoniously with staff, councillors and the public.		Application form Interview References

DISPOSITION / ATTITUDE	• Able to work calmly and meet deadlines. • Able to maintain confidentiality. • Friendly, approachable and community-focused. • Ability to work effectively with Councillors, staff, residents and external organisations. • Professional, approachable and helpful manner. • Reliable, organised and flexible approach to work. • Commitment to providing a high-quality service to the local community.		Application form Interview References
SPECIAL REQUIREMENTS	• Flexible approach, willingness to attend evening and weekend events and meetings. • DBS check. • Willingness to undertake training and professional development.	• Full driving license	Application form Interview

Terms & Conditions – Administration Officer

Payment of salary: Paid monthly in arrears.

Probation period: The post is subject to a probationary period of 3 months.

Conditions of Service: In accordance with the National Joint Council for Local Government Services.

References: The post is subject to two satisfactory references.

Place of work: Office-based in Oakham. There will be a requirement to work out of, and visit, other sites in and around the parish on occasion. NB: The Council is currently located in Long Row, Oakham but it is possible that Council will be moving to another location in Oakham.

Leave entitlement: Full-time equivalent 23 days annual leave, plus bank holidays and 2 additional (statutory) days (25 days plus bank holidays). An increase of 3 days is applied following 5 years' continuous service (28 days plus bank holidays). Pro-rata'd for part-time employment.