|  |  |
| --- | --- |
| **Clerical officer**  **SALARY GRADE: HBC2** | Halton Borough Council  resourcing@halton.gov.uk |
| Working at Halton | |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:   * Working Together – building fantastic relationships with colleagues and customers * Continuous Improvement – Keeping great service delivery at the heart of everything we do * Personal Growth – Learning, growing and developing ourselves * Accountability – doing what we say we are going to do * Inspiring Leadership – positive roles models and leading by example   *To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)  **We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**  Aside from working with a great team, our employees have access to a fantastic range of benefits, including:   * A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service * Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions * 3 x Salary Life Cover via Local Government Pension Scheme * Investment in your personal development * Free Car Parking at HBC sites * Car leasing schemes   *For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* | |
| About the Job | |
| Our Clerical Officers are essential to the running of our care homes within Adult Social Care, providing key clerical and administrative support to the relevant Registered Manager.  More specific responsibilities include:   * Maintain the accuracy of the retention and retrieval of information through manual and computerised filing, undertaking data entry for front line services and Undertake typing and other word processing work as required. * Provide general clerical support including photocopying, assisting with the room booking and arrangement of meetings and distribution/ collection of post, ensuring parcels are receipted by the appropriate department. * Politely greet visitors and customers face to face, ensuring face to face visitors sign in and are directed to the appropriate department, politely responding to and noting telephone queries, providing general information and advice about the council and its services. * Order, receive and issue stationery, equipment and services as requested, maintaining the appropriate records of these orders, cash handling/ issuing receipts of activities provided. | |
| About You | |
| For this role, you must have 3 GCSEs Grade C or above including English and Maths or equivalent.  In addition, we are looking for candidates with the following attributes:   * Knowledge and use of Microsoft Office products such as Word and Excel. * General clerical experience, including experience of using electronic and manual filing systems. * Excellent communication skills, including a good telephone manner. * Ability to type and work towards tight deadlines. * Experience of using and inputting data into databases. * Possess an awareness of the importance of confidentiality within the Local Government.   The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. | |
|  | |  |
|  | |  | |
|  | |