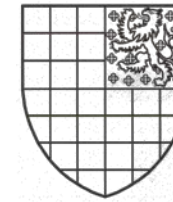


# Organizational structure

at April 2019



# LEWES TOWN COUNCIL

**Town Clerk F/t (nominal)** Principal adviser to Council; Head of paid service; Manager of all services, resources, & staff; Responsible Financial Officer *iro* s151 LGA 1972 duty; Proper Officer for all statutory and business purposes.  
(FTE salary range Scp 54-57)

ADMINISTRATION	TOWN HALL	ALL SAINTS CENTRE	FIELD OPERATIONS
<p><b>Civic Officer/Ass Town Clerk F/t</b> Mayor's Secretary; TC's assistant; Civic functions/events/publicity organizer; office manager; Councils liaison (FTE salary range Scp 30-34)</p>	<p><b>Town Hall Manager F/t +o/t</b> Management Town Hall; security/safety; events management &amp; organization; customer liaison etc. Civic Macebearer. (FTE salary range Scp 26-30)</p>	<p><b>All Saints Manager F/t (shifts)</b> Management ASC; security/safety; events programming, management &amp; organization; customer liaison etc. (FTE salary range Scp 22-26)</p>	<p><b>Town Ranger F/t (shifts)</b> Inspection/monitoring/minor repairs <i>iro</i> field assets; Allotments and general public liaison (FTE salary range Scp 9-15)</p>
<p><b>Receptionist/Admin (a.m.) 19 hrs</b> Public reception; office administration (FTE salary range Scp 6-9)</p>	<p><b>Town Hall Keeper F/t +o/t</b> Assistant to T/Hall manager (FTE salary range Scp 15-22)</p>	<p><b>All Saints Asst M'ger F/t (shifts)</b> Assistant to All Saints Manager. (FTE salary range Scp 9-15)</p>	
<p><b>Receptionist/Admin (p.m.) 19 hrs</b> Public reception; office administration (FTE salary range Scp 6-9)</p>			
<p><b>Finance/Admin Officer 25 hrs</b> Payments &amp; Income processing; Cash &amp; Bank reconciliation; Records maintenance; routine contracts admin. (FTE salary range Scp 15-22)</p>	<p><b>Town Hall Cleaner 20 hrs</b> Cleaning public spaces and offices (FTE salary Scp 4-6)</p>	<p><b>ASC Venue Assistant F/t (shifts)</b> ASC cleaning &amp; minor repairs; events preparation and clearance (FTE salary Scp 6-9)</p>	
<p><b>Customer Services/Admin 34 hrs</b> Office Administration. H&amp;S monitoring. Allotments admin. Planning Applic'ns system support; website maintenance. Admin support for meetings; draft notes; room preparation etc (FTE salary range Scp 15-22)</p>	<p><b>Town Hall Cleaner 15 hrs</b> Cleaning public spaces and offices (FTE salary Scp 4-6)</p>		

### Staffing levels

Administration	6	(4.62 FTE)
Town Hall	4	(2.95 FTE)
All Saints	3	(3.00 FTE)
Field	1	(1.00 FTE)

### Establishment

**14 posts    8 Full-time    6 Part-time    (11.57 FTE)**

*FTE = Full Time Equivalent*

*Weekly hours shown*

*Scp = Spinal Column points (as National Joint Council for Local Government Service)*