**Wadebridge Town Council**

**Person Specification – ADMINISTRATION ASSISTANT (SP 17-19)**

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | * GCSE or equivalent in Maths and English. | * 5 GCSEs or equivalent |
| **Experience** | * Well organised and good time management. * Ability to work with minimal supervision. * Prioritising responsibilities and meeting deadlines. | * Similar role in another organisation. * Previous local government experience. * Experience of minuting meetings. * Experience of working in an office setting. * Experience of dealing with the public. |
| **Knowledge** | * Competent in the use of Microsoft Word, Excel and PowerPoint. * Competent and working use and knowledge of Social Media. | * Ability to understand the legal framework in which the Town Council operates. * Able to analyse information and produce reports. * Attention to detail and accuracy. |
| **Communication Skills** | * Ability to interact and communicate with staff, Councillors and members of the public. * Diplomacy and tact. |  |
| **Personal Qualities** | * Commitment to high standards of service. * Customer focus and awareness. * Co-operative, friendly attitude and flexible/positive work ethic. | * Willingness to undertake training and to act as the Council’s representative. |
| **Other** | * Able to attend evening meetings if required. | * Full clean driving license |