**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
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| **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.
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| **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.
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| **Communication Skills** | * Ability to interact and communicate with staff, Councillors and members of the public.
* Diplomacy and tact.
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| **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.
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| **Other** | * Able to attend evening meetings if required.
 | * Full clean driving license
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