

## Whitwick Parish Council

### Job Title: Administration Assistant Person Specification

	Essential	Desirable	How Assessed
<b>Qualifications</b>			
Education to GCSE Standard at grades A-C for a minimum of 5 GCSEs including Mathematics and English or equivalent (Key skills at Level 2)	√		App/ Test
Business and Administration NVQ level 3 Certificate or equivalent		√	App
Experience of servicing meetings and minute taking.		√	App/ Int.
<b>Experience &amp; skills</b>			
Experience of general office procedures e.g. manual and computerised record and filing systems, photocopying, and emails	√		App/ Int.
Experience of working in a team	√		
Organised approach to work in relation to file and record keeping	√		App/ Int.
Good knowledge of Microsoft Office, particularly Word, Excel, and Publisher	√		App/ Test
Able to produce written communications which are readily understood	√		App/ Test
Good communication and numeracy skills	√		App/ Int.
Experience of budget keeping and accountancy		√	App/ Int.
<b>Health and Safety</b>			
Be aware of and implement your health and safety responsibilities as an employee	√		App
Where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure		√	
<b>Interpersonal Skills</b>			
Knowledge of Equal Opportunities	√		App/ Int.
Ability to research information from relevant sources and present clearly		√	App/ Int.
<b>Motivation</b>			
Willing to develop knowledge and experience	√		App/ Int.
Flexible approach to changing work tasks	√		App/ Int.

<b>Other</b>			
Knowledge of local Government or Parish Council's		√	App/ Int.
Good Attendance Record	√		App/ Int/ Ref
Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995	√		App/ Med
Own your own car/ transport or have the ability to travel around the Parish		√	App

App = Application Form

Int = Interview

Test = Test

Ref = Reference

Med = Medical Questionnaire