

**Sherborne Town Council
Facilities Administrator
Person Specification**

Attributes	Essential	Desirable	Method of Assessment
Education, Professional Qualifications & Training	<ul style="list-style-type: none"> ▪ A good standard of Education including numeracy and literacy 	<ul style="list-style-type: none"> ▪ Cemetery Management 	<ul style="list-style-type: none"> ▪ Application Form
Experience, Skills and Knowledge	<ul style="list-style-type: none"> ▪ Previous general administrative experience ▪ Working knowledge of Microsoft Packages to include Word, Excel, Access, Outlook and associated packages ▪ Able to structure and manage own work with minimal support ▪ Able to communicate succinctly and clearly both orally and in writing ▪ Able to work independently and as part of a team 	<ul style="list-style-type: none"> ▪ Previous experience of Cemetery management ▪ Previous experience in the administration of public facilities and events ▪ Experience with computer software packages associated with the bookings of events or activities ▪ Previous experience of minute taking ▪ Experience of working in a local authority or other public body or a basic knowledge of issues relating to town and parish councils or local authorities 	<ul style="list-style-type: none"> ▪ Application Form and Interview Questions
Personal Aptitude	<ul style="list-style-type: none"> ▪ Flexible approach to working hours ▪ Willingness to attend evening meetings to serve committee meetings ▪ Conscientious attitude towards work ▪ Able to work under pressure and meet deadlines ▪ Analytical skills and attention to detail ▪ Confident and good people skills 	<ul style="list-style-type: none"> ▪ Willingness to undertake relevant training ▪ Able to develop the post in line with changing circumstances 	<ul style="list-style-type: none"> ▪ Application Form and Interview Questions