

Person Specification

Attribute	Essential	Desirable	Method of Assessment
Management Skills:	• Ability to work alongside others and on an individual basis. • Ability to organise and prioritise allocated workload to deliver to targets and deadlines	• Ability to work unsupervised	Application form, interview
Communication skills:	• Ability to communicate in a clear and confident manner both with individuals and groups of all sizes. • Ability to work well with Councillors and members of the public.	• Ability to deal with and manage complaints unsupervised.	Application form, interview
Knowledge:	• Good Knowledge of IT and software.	• Knowledge of Town Council Administration • Knowledge of basic accounting methods	Application form, interview, practical test
Practical Skills:	• Ability to work effectively with a wide range of professionals at all levels and across different organisations • Organisational and time management skills • Ability to use IT competently.	• Ability to explain in a clear, concise and confident manner.	Application form, interview, practical test
Education/ Training:	• Good basic education with GCSE's in English and Maths	• Administration qualifications or similar	Application form, interview
Personal Qualities:	• Ability to maintain a calm approach in any circumstance • A good sense of humour		Interview
Experience:	• Experience of working in a similar administrative position.	• Experience of town or parish council or local government work.	Application form, interview