

**BROUGHTON ASTLEY PARISH COUNCIL
RECEPTIONIST / ADMINISTRATOR - PERSON SPECIFICATION**

	Essential	Desirable	Method of assessment
Education			
Good standard of general education to GCSE level or equivalent	X		A / C
High level of literacy and numeracy	X		A / I
Experience and Knowledge			
Working in an office environment	X		A / I
Experience of dealing with a wide range of people, within and external to the organisation	X		A / I
Local government experience, especially in a town or parish council		X	A / I
Local council legislation and administration		X	A / I
Skills and Personal Qualities			
High standard of written and verbal communication	X		A / I
Good interpersonal skills, including ability to relate sensitively and appropriately for the nature of the topic in hand	X		A / I
Clear speaking manner (telephone and in person)	X		A / I
Fully computer literate and able to use various programs confidently and competently	X		A / C
Good administrative skills	X		A / I
Ability to work effectively, flexibly and enthusiastically in a small team	X		A / I
Ability to work accurately and pay attention to detail, to work to deadlines and under pressure	X		A / I
Ability to deal with several different strands of work concurrently, organise work and set priorities	X		A / I
Ability to work unsupervised and on own initiative	X		A / I
Interest in and empathy with local community issues		X	A / I
Special conditions			
Willing to attend training for the job as necessary	X		A / I
Ability to work additional hours to cover holiday and sickness	X		A / I
Ability to drive and have the use of a vehicle for business use. An allowance is payable for business mileage. The post holder must insure the vehicle for business use		X	A / I

KEY: A = Application form C = certificates I = Interview T = Testing