

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

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

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