

PARISH ASSISTANT ADMIN CLERK 2 (AC2) (part-time)
Person Specification

ATTRIBUTES	Essential	Desirable	
Skills & Knowledge			
Use of computer (inc Microsoft Office and other software)	✓		
Confident and clear telephone manner and verbal communication	✓		
Data input and organisation of schedules and spreadsheets	✓		
Ability to write clear English with good grammar	✓		
Preparation of press releases and posts			
Use of social media and understanding of safeguards	✓		
Full valid drivers licence		✓	
GCSE and A-level qualifications		✓	
Previous experience			
Dealing with members of the public	✓		
Working as part of small team		✓	
Able to demonstrate working in a position of trust	✓		
Working for a local authority/parish council		✓	
Working in an office environment	✓		
Attitudes & Disposition			
Willingness to adapt to meet urgent jobs	✓		
A commitment to quality service	✓		
Able to work on own initiative	✓		
Ability to work with minimum supervision	✓		
Ability to communicate face to face with members of the public	✓		
Willingness to adapt to different tasks and vary working hours to suit workload	✓		
Other			
Experience of preparing and issuing meeting agendas		✓	
Experience of attending meetings and taking and producing minutes		✓	

January 2019