

Blackwell Parish Council

Person Specification: Assistant to the Clerk

	ESSENTIAL / DESIRABLE
SKILLS / ABILITIES • Experience of dealing with members of the public and taking room bookings • Excellent general computer literacy with a good knowledge of the Windows environment and its applications, especially Word and Outlook • Experience of working with book-keeping processes • Methodical approach, and ability to maintain accurate data systems • Highly organised; able to plan and complete work unsupervised, including working under pressure and to tight deadlines • Willingness to learn new skills as systems and needs develop, and adapt easily to changing processes • Good communication skills both verbal and written	E E E E E E E
KNOWLEDGE • Excellent numeracy skills • Health and Safety at work • Equal Opportunities • Knowledge of Blackwell Parish	E D D D
QUALIFICATIONS / TRAINING (Verification will be required if called for interview) • GCSE English and Maths, or equivalent ability • Understanding of Data Protection	E D
EXPERIENCE • Working collaboratively in an office environment • Customer service experience • Working in Local Government • Procurement • Writing Risk Assessments • Applying for funding	E E D D D D
QUALITIES • Punctual, reliable and able to work effectively as part of a small team • Attention to detail and accuracy • Strong interpersonal skills • Polite and friendly attitude to dealing with the public • Adaptable approach and willingness to undertake continuous learning and training • Enthusiasm and self-motivation • Good time-management, work-planning, organisational skills and a flexible approach • Ability to plan and complete work unsupervised • Ability and enthusiasm to adapt to change	E E D D E D E E E