



Ripley Town Council

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Administrative Assistant

PERSON SPECIFICATION

	Essential	Desirable
Education, Professional qualifications, and training	<p>High level of numeracy and literacy.</p> <p>Minimum GCSE English and Maths A-C, Levels 1-5 (or equivalent).</p>	
Abilities: Practical and Intellectual skills	<p>Ability to communicate at all levels, for example, face to face and on the telephone with members of the public, and with members of all levels of Local Government as well as in writing with good presentation skills.</p> <p>Ability to work individually, using own initiative, as well as part of a team.</p> <p>Ability to prioritise work, set and meet deadlines. Demonstration of excellent organisation skills.</p> <p>Ability to work co-operatively with Council members and staff, covering absence for Team Members when required.</p> <p>Knowledge of Microsoft Office (Word, Excel, and Publisher) and Outlook emails and Calendars.</p> <p>Experience of general office procedures including filing and maintaining office supplies and equipment.</p> <p>Ability to problem solve.</p>	<p>Knowledge of website management and social media.</p> <p>A working knowledge of Local Government structures, and practices.</p> <p>Experience of managing a calendar for a public building.</p> <p>Experience in handling payments both cash/cheque and using Card Machines.</p>

<p>Personal Circumstances</p>	<p>Willingness to work flexibly as required, occasional weekend working (events).</p> <p>An understanding and commitment to the goals of the Council.</p>	<p>Experience of being a team player and working flexibly as required.</p> <p>Current driving licence, own transport.</p>
<p>Equality</p>	<p>Candidates must demonstrate an understanding of, acceptance and commitment to the principles underlying equal opportunities.</p>	
<p>Customer Care</p>	<p>Knowledge and understanding of effective customer care, occasionally in challenging circumstances.</p>	