



Lyme Regis Town Council

Person Specification

Job Title	Administrative Assistant	Grade	SCP 6-9 (£25,989 to £27,254) pro-rata
Section	Office Staff	Hours	2 days a week (14.8 hours)
Reporting To	Assistant town clerk	Working Pattern	Mondays and Wednesdays, 9am to 5pm

Assessment Criteria	Essential	Desirable
Educational qualifications	<ul style="list-style-type: none"> A minimum of 4 GCSEs or equivalent, two of which must be mathematics and English language, or equivalent ability evidenced from testing 	<ul style="list-style-type: none"> GCSE in other relevant subjects
Work-related experience and associated vocational training	<ul style="list-style-type: none"> Administrative experience or an understanding of office procedures 	<ul style="list-style-type: none"> Previous experience of working with the public Previous experience of working with a council
Specialist knowledge	<ul style="list-style-type: none"> A good understanding of Microsoft Office i.e. Word, Powerpoint and Excel, Outlook and internet browsers 	<ul style="list-style-type: none"> An understanding of local government
Job-related skills	<ul style="list-style-type: none"> Good numerical and analytical skills Good written skills Good communication and interpersonal skills Able to manage conflicting priorities and meet deadlines Able to take instruction Able to work on own initiative Pleasant and friendly manner Responsive and flexible Confident Able to listen, analyse and summarise Team worker Motivated and pro-active Well organised Receptive to new ideas and change 	
Other factors	<ul style="list-style-type: none"> Will be required to occasionally work outside normal working hours at evenings and weekends Prepared to undertake training 	