



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	A minimum of 4 GCSEs or equivalent, two of which must be mathematics and English language, or equivalent ability evidenced from testing	GCSE in other relevant subjects
Work-related experience and associated vocational training	Administrative experience or an understanding of office procedures	- Previous experience of working with the public - Previous experience of working with a council
Specialist knowledge	A good understanding of Microsoft Office i.e. Word, Powerpoint and Excel, Outlook and internet browsers	An understanding of local government
Job-related skills	- 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	- Will be required to occasionally work outside normal working hours at evenings and weekends - Prepared to undertake training	