



WORTH PARISH COUNCIL

PERSON SPECIFICATION

Job title **Administration Assistant**

	Essential	Desirable
Qualifications	5 GCSE grade C or equivalent to include English and Maths	Introduction to Local Council Administration
IT skills	Working knowledge of Word, Excel, Outlook, SharePoint and Powerpoint	Management of social media pages Microsoft Forms
Experience	Previous experience in a public-facing role dealing with customer enquiries Office administration	Working within, or strong knowledge of, Local Government Working within a policy framework
Skills/attributes	Strong written/verbal communication Organised and methodical Team working attitude Ability to relate to people at all levels Good attention to detail Ability to prioritise when working in a busy environment Community focused Willing to learn Professional manner Understanding of confidentiality and data protection	Empathy and excellent customer service Proactive approach to problem solving