ELLESMERE TOWN COUNCIL

Miss Joanne Butterworth
Town Clerk & RFO
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Ellesmere
Shropshire
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PERSON SPECIFICATION

Job Title:- Administration Assistant

Qualifications

Essential:

Five GCSE's including Maths and English or equivalent.

Desirable:

Educated to A Level standard or equivalent.

Work experience and vocational training

Essential:

IT literate (emails, Excel, PowerPoint, Word).

Experience of maintaining website content using WordPress and social media.

Experience of compiling agendas and taking minutes of meetings.

Experience of dealing with queries from members of the public.

Experience of preparing correspondence in response to enquiries.

Ability to maintain effective storage and retrieval systems.

Basic knowledge of Health and Safety legislation and regulations, including risk management, GDPR.

Desirable:

Experience of using an accounts package such as Rialtas, Sage, Xero.

Line management experience.

Experience of clerical or administrative work in local government or similar.

Knowledge of legal and statutory requirements relating to a Town/Parish Council and to recognise the need for confidentiality where appropriate.

Working knowledge of current local government processes and law.

Experience of drafting press releases and publicity material.

Job related personal skills

Essential:

Good interpersonal skills and an ability to actively listen.

Excellent oral and written communication skills.

Numerate, methodical and accurate.

Ability to work as part of a team.

Able to develop and maintain effective working relationships with colleagues and stakeholders.

Must have good attention to detail.

Desirable:

Aptitude for working with the public.

Special working conditions

Essential:

Availability to attend evening meetings as required.

Availability to attend occasional weekend events, such as Armed Forces Day Flag raising and Remembrance Sunday service.