

HIGHAM FERRERS TOWN COUNCIL

PERSON SPECIFICATION

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| | Essential Criteria | Desirable Criteria |
|-------------------------------------|---|--|
| Key Skills and Abilities | <p>Ability to demonstrate good IT skills and be proficient in the use of Microsoft Office applications</p> <p>Ability to effectively organise personal workloads.</p> <p>Ability to undertake a diverse workload.</p> <p>Demonstrate excellent communications skill both written and verbal</p> | |
| Education and Qualifications | <p>A high standard of numeracy and literacy.</p> <p>GCSE grade A – C in English and Maths.</p> <p>Ability to demonstrate good IT skills and be proficient in the use of Microsoft Office applications</p> | <p>NVQ level 3 in a relevant subject</p> |
| Knowledge and Experience | <p>Working with the public and a good level of customer care.</p> <p>Previous office experience.</p> | <p>Experience of running events.</p> <p>Knowledge of Health and Safety</p> <p>Administering financial processes.</p> <p>Previous local government experience</p> |
| Personal Attributes | <p>Good interpersonal skills.</p> <p>Ability to work in a team.</p> <p>Ability to use one's initiative appropriately.</p> <p>A flexible approach to work and working hours.</p> <p>Self motivated and a positive attitude.</p> | <p>Full clean driving licence and access to a vehicle.</p> <p>Lives local to Higham Ferrers</p> |

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| Other | Ideally we are looking for someone with good organisational abilities and customer care skills who is able to work well under pressure. | |