

HIGHAM FERRERS TOWN COUNCIL

PERSON SPECIFICATION- ADMINISTRATION OFFICER

Essential Criteria	Desirable Criteria
Key Skills and Abilities	
<ul style="list-style-type: none"> • Sound working knowledge of Microsoft Office. • Good oral and written communication skills including the ability to relate to, and communicate with Councillors, staff, members of the public and external organisations. A high standard of numeracy and literacy. • Ability to effectively organise personal workloads. • Ability to undertake a diverse workload. • Ability to minute and produce accurate records of meetings. • Computer literate. • Fluent in English 	
Education and Qualifications	
<ul style="list-style-type: none"> • GCSE grade A ó C in English and Maths. • Willingness to undertake training 	<ul style="list-style-type: none"> • Willingness to work towards achieving ILCA (Introduction to Local Council Administration)
Knowledge and Experience	
<p>Working with the public and a good level of customer care. Previous office experience.</p>	<ul style="list-style-type: none"> • Previous local government experience • Administering financial processes
Personal Attributes	
<ul style="list-style-type: none"> • Good interpersonal skills. • Ability to work in a team. • Ability to use one's initiative appropriately. • A flexible approach to work and working hours, including availability for evening meetings and occasional weekend work. • Self motivated and a positive attitude. 	<ul style="list-style-type: none"> • Lives local to Higham Ferrers • Full driving licence and access to a vehicle.
Other	
<p>Ideally we are looking for someone with good organisational abilities and customer care skills who are able to work well under pressure.</p>	