**Office Administrator to the Parish Clerk**

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| **Category** | **Essential** | **Desirable** |
| **Qualifications** | Education to standard GCSE level or equivalent with a minimum of English and Maths GCSE Grade 4Desire to learn | Qualification in Microsoft Office programmes or equivalent. |
| **Experience** | None required | Knowledge and experience in local government planning issues.Experience in Administration and organisational roles.Knowledge and experience of working in local government. |
| **Skills and Abilities** | Administrative and organisational skillsAccurate writing and numeracy skillsIT competenceAbility to prioritise and work to deadlines. | Advanced level PowerPoint and IT skills or equivalent.Ability to use online platforms and software.Ability to update the website  |
| **Competencies** | Ability to act with discretion and recognise confidentiality of some informationProfessional and Calm approach to work.Friendly and Positive Outlook. | Ability to work in a public facing role. |