**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 4  Desire 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 skills  Accurate writing and numeracy skills  IT competence  Ability 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 information  Professional and Calm approach to work.  Friendly and Positive Outlook. | Ability to work in a public facing role. |