



## PERSON SPECIFICATION

### ADMINISTRATIVE ASSISTANT TO BINGLEY TOWN COUNCIL

Attribute	Description	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>12 months' experience of working in an office environment.</li> <li>Experience of taking meeting minutes.</li> <li>Experience with dealing with the public.</li> </ul>	<p><b>X</b></p> <p><b>X</b></p>	<b>X</b>
Skills	<ul style="list-style-type: none"> <li>Ability to communicate effectively both orally and in writing and to present views positively.</li> <li>Possesses a high degree of literacy and numeracy.</li> <li>Possesses excellent organisational skills.</li> <li>Ability to update websites.</li> <li>Have intermediate knowledge of Microsoft IT Systems, such as Word, Excel, PowerPoint and Teams.</li> <li>Ability to develop relationships with people at all levels in the organisation.</li> <li>Ability to work efficiently and effectively under pressure, on multiple projects, and to prioritise workloads within time constraints on own initiative.</li> <li>Ability to work as part of a team.</li> </ul>	<p><b>X</b></p> <p><b>X</b></p> <p><b>X</b></p> <p><b>X</b></p> <p><b>X</b></p> <p><b>X</b></p> <p><b>X</b></p> <p><b>X</b></p>	
Knowledge/Qualifications	<ul style="list-style-type: none"> <li>GSCE English Language and Mathematics with grade C/4 or above or the equivalent.</li> <li>Qualification in IT based systems.</li> </ul>	<b>X</b>	<b>X</b>
Equal Opportunities	<ul style="list-style-type: none"> <li>A knowledge, awareness and commitment to diversity issues and equal opportunities policies.</li> </ul>	<b>X</b>	

Other Requirements	<ul style="list-style-type: none"><li>• Availability to attend some evening meetings.</li><li>• Availability to attend meetings outside the parish.</li><li>• Ability to maintain confidentiality.</li><li>• Good attention to detail.</li><li>• Good time management</li></ul>	<b>X</b>  <b>X</b> <b>X</b> <b>X</b>	<b>X</b>
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