



Lyme Regis Town Council

Person Specification

Job Title	Administrative Assistant	Grade	SCP 6-9 (£25,183 - £26,409) pro-rata
Section	Office Staff	Hours	2 days a week (14.8 hours)
Reporting To	Support Services Manager	Working Pattern	<ul style="list-style-type: none"> • Mondays and Wednesdays, 9am to 5pm • One-year fixed contract

Assessment Criteria	Essential	Desirable
Educational qualifications	<ul style="list-style-type: none"> • A minimum of 4 GCSEs or equivalent, two of which must be mathematics and English language, or equivalent ability evidenced from testing 	<ul style="list-style-type: none"> • GCSE in other relevant subjects
Work-related experience and associated vocational training	<ul style="list-style-type: none"> • Administrative experience or an understanding of office procedures 	<ul style="list-style-type: none"> • Previous experience of working with the public • Previous experience of working with a council
Specialist knowledge	<ul style="list-style-type: none"> • A good understanding of Microsoft Office i.e. Word, Powerpoint and Excel, Outlook and internet browsers 	<ul style="list-style-type: none"> • An understanding of local government
Job-related skills	<ul style="list-style-type: none"> • Good numerical and analytical skills • Good written skills • Good communication and interpersonal skills • Able to manage conflicting priorities and meet deadlines • Able to take instruction • Able to work on own initiative • Pleasant and friendly manner • Responsive and flexible • Confident • Able to listen, analyse and summarise • Team worker • Motivated and pro-active • Well organised • Receptive to new ideas and change 	
Other factors	<ul style="list-style-type: none"> • Will be required to occasionally work outside normal working hours at evenings and weekends • Prepared to undertake training 	

