



Clipstone Parish Council

Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF,
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Administrative Assistant Person Specification

Key Criteria	Essential	Desirable
Education, Qualifications and Training	High level of numeracy and literacy	GCSE in English and Maths Qualification gained at further education Local government experience
Competences (Knowledge, abilities, skills, experience)	Highly organised and methodical Ability to work on own initiative and to deadlines Ability to prioritise Confident in ability to communicate effectively and appropriately with members of the public Some experience of handling small amounts of cash and cheques Good keyboard skills with experience of Microsoft Word and Excel Ability to use Zoom software or similar Experience of website and social media communication preferably in the context of a working environment	Experience of cemetery management Experience of dealing and communicating effectively and appropriately with people from a variety of backgrounds, including members of the public and people from local groups and other organisations Knowledge of accounting systems and invoicing Experience of minute writing Ability to research and identify relevant information and act on it in a timely way Experience of community messaging to build presence via social media and other platforms Experience of maintaining a purchase order system
Other requirements	A good listener A friendly, approachable manner A high degree of personal integrity, tact and sensitivity Reliable Trustworthy Commitment to delivery through a team-based approach	Willingness to work occasional evenings or weekends or public holiday in support of events