



**Horsforth Town Council
Administration Assistant
Person Specification**

Attribute	Description	Essential	Desirable
Experience	2 years' administrative or secretarial experience		X
	Working in a local government environment		X
	Dealing with a wide range of people	X	
	Working as a member of a small team	X	
	Working effectively with minimum supervision	X	
	Producing documents for public viewing		X
Skills	Ability to use office equipment such as photocopiers, scanners, etc	X	
	Ability to use Microsoft packages, Word, Excel and Outlook	X	
	Ability to format and number multi-level Word documents		X
	Able to deal with the public with diplomacy and tact	X	
	Able to communicate clearly and concisely, orally and in writing, with a wide range of people	X	
	Able to self-organise and prioritise work	X	
	Ability to work effectively and efficiently under pressure and to meet deadlines	X	
	Flexible and collaborative approach to work and to colleagues	X	
	Able to develop relationships with people at all levels in the organisation	X	
	Able to produce publicity materials		X
	Confident in the use of social media	X	
	Able to update website and social media		X
Attention to detail with high regard for accuracy and quality	X		
Knowledge/ Qualifications	5 GCSEs at grade 4-9, including Maths and English or equivalent, demonstrating ability in numeracy and literacy	X	
	Knowledge of general office procedure and practice		X
	Willingness to undertake additional training	X	
	"Introduction to Local Council Administration" qualification or equivalent		X
	Office administration qualifications		X
Knowledge of local government or parish and town council sector		X	
Equal Opportunities	An awareness and commitment to equal opportunities policies	X	
Other Requirements	Available to attend evening meetings in Horsforth	X	
	Available to attend daytime meetings elsewhere during contracted hours	X	
	Ability to maintain confidentiality	X	