



Person Specification – Assistant Clerk to the Council (Part-Time)

Category	Essential Criteria	Desirable Criteria
Education / Qualifications	<ul style="list-style-type: none"> • Good standard of general education (minimum GCSE level or equivalent in English and Maths). 	<ul style="list-style-type: none"> • Further education or qualifications in administration, finance, local government, or related field. • CiLCA (Certificate in Local Council Administration) or willingness to study towards it in the future.
Experience	<ul style="list-style-type: none"> • Experience of administrative work and maintaining accurate records. • Experience of dealing with members of the public in person, by phone, and by email. 	<ul style="list-style-type: none"> • Previous work in a parish/town council, community organisation, or similar public service environment. • Experience of hall or facility bookings administration. • Experience of basic financial administration (e.g. invoices, petty cash, recording receipts).
Knowledge	<ul style="list-style-type: none"> • Understanding of confidentiality and data protection (GDPR). • Awareness of good customer service principles. 	<ul style="list-style-type: none"> • Knowledge of local council functions and responsibilities. • Understanding of health & safety and risk assessment in community facilities. • Familiarity with basic financial procedures and record-keeping.
Skills & Abilities	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Strong organisational and time-management skills with the ability to prioritise workload. • Good IT skills, including use of Microsoft Office (Word, Excel, Outlook) and confidence with email and internet. • Ability to work on own initiative and as part of a small team. • Attention to detail and accuracy in record-keeping. 	<ul style="list-style-type: none"> • Ability to use or learn hall booking systems or accounting software. • Ability to draft clear and concise correspondence or basic reports.



Category	Essential Criteria	Desirable Criteria
	<ul style="list-style-type: none">• Ability to deal professionally and courteously with members of the public, councillors, and contractors.	
Personal Qualities	<ul style="list-style-type: none">• Reliable, honest, and trustworthy.• Flexible and willing to adapt to changing priorities.• Enthusiastic and positive approach to community service.• Willingness to occasionally work outside normal office hours (e.g. for evening meetings or hall users).• Willingness to undertake training and development as determined by the Clerk and/or the Council.	<ul style="list-style-type: none">• Interest in local community issues and local government.
Other Requirements	<ul style="list-style-type: none">• Ability to travel within the parish (e.g. between hall/facilities).• Right to work in the UK.	