

PADDOCK WOOD TOWN COUNCIL

PERSON SPECIFICATION

ADMINISTRATIVE ASSISTANT		
	Essential	Preferred
1. Educational qualifications	Good general education: GCSEs or equivalent Maths and English	ICT qualification
2. Work Experience	General office administration	Previous local government experience Experience of dealing with the public
3. Skills/ knowledge and aptitude	IT skills – working knowledge of Word, Excel & Outlook Ability to problem solve	
4. Motivation	Able to maintain good relationships with colleagues, Councillors, and public. Self reliant and self motivated. Willing to undertake training as required	Willing to act as council's representative if required
5. Other	Able to attend occasional evening meetings and demonstrate flexibility as required. Able to work alone when required "Can do" attitude	Driving licence, car owner and ability to travel in local area