



Person Specification

Administration Assistant (Committee Support)

Essential Qualifications	• GCSEs (or equivalent) level A-C, (including English and Maths)
Essential Knowledge, Skills and Experience	• Sound and demonstrable skills in Microsoft Office (Outlook, Word) • Experience of minuting meetings • Effective communication skills. • Effective literacy skills. • Ability to respect confidentiality. • Ability to work well as a team member and have a flexible approach. • Ability to work under pressure and to adapt to changing priorities. • Ability to set up and maintain filing systems. • Ability to use own initiative and work effectively with minimum supervision. • Previous administrative experience.
Desirable Knowledge, Skills and Experience	• Knowledge of Local Government • Experience working in the public sector • Experience of using hall booking IT systems • Organising public events.