



# Prestbury Parish Council

## Assistant Clerk – Person Specification

Criteria	Essential	Desirable
<p><b>Personal Qualities</b></p>	<p>Strong interpersonal and communication skills.</p> <p>Methodical and thorough approach to completing tasks.</p> <p>Ability to be flexible to meeting changing priorities.</p> <p>Ability to work on own initiative with minimal supervision once trained.</p> <p>Ability to work as part of a team when required.</p> <p>Ability to work, in a professional manner, with a wide range of people both within the Council and from the community.</p> <p>Excellent time-management.</p>	<p>Strong problem-solving ability.</p> <p>Confidence in dealing with unexpected and difficult situations and people.</p>
<p><b>Education</b></p>	<p>Good general education (at least five A*-C GCSEs or equivalent or higher).</p> <p>A willingness to take sector specific qualifications up to and including the Certificate in Local Council Administration. (All training fees funded by the Council.)</p>	<p>Certificate in Local Council Administration.</p>
<p><b>Experience</b></p>		<p>Knowledge of local government administration.</p> <p>Knowledge of Health and Safety requirements.</p>



# Prestbury Parish Council

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
		Knowledge of Prestbury Parish and the locality.
<b>Skills and Knowledge</b>	Strong IT skills required. Experience with Social Media. High level of administration skills. Good standard of written communication.	Experience of using Microsoft Office 365, Teams and SharePoint. Accounting skills and use of accounting software. Experience of agendas and minute taking.
<b>Other</b>	Ability to have flexible working hours to suit the Council business (and the job holder). Ability to work at home (equipment provided). Ability to travel to Prestbury when required. (It is envisaged this will be approximately once a week but some weeks may be more.)	