

# Kirkburton Parish Council

## Person Specification: Administrative Assistant

	Essential	Desirable
<b>Qualifications</b>	Good basic education to GCSE standard or equivalent	
<b>Experience</b>	Dealing with administration in an office environment	Dealing with the general public
<b>Knowledge and understanding</b>	Working knowledge of ICT systems Awareness of equal opportunities Awareness of health & safety	Knowledge of the local area
<b>Skills</b>	Good communication and organisational skills Good literacy & numeracy skills Ability to manage and prioritise workloads Ability to maintain confidentiality and neutrality Ability to use initiative Willingness to undergo further training, when required Ability to attend occasional evening meetings Own transport when required Ability to work alone, sometimes alone in the building	Ability to update the Council's website Ability to maintain the Council's Twitter account