

## Administrator and Assistant Parish

### Person Specification

Essential	Desirable
5 GCSE's (Grade A-C) or equivalent – these must include Maths and English	RSA/OCR Typing and/or word processing Stage 2 or similar
At least one year experience working as an administrator in an office environment	Local Government experience
The physical ability to set rooms up for hirers by setting out chairs, tables, projector etc	Staff supervision
Minute taking experience	Invoicing and reconciling payments experience
Knowledge and practical experience of using Microsoft Word, Excel and PowerPoint in a working environment	Use of Microsoft Publisher
Impeccable attention to detail	WordPress website updating knowledge
Using initiative and working without constant supervision	Diary management / creating rotas
Experience of customer care and excellent interpersonal skills	
Excellent numeracy, communication and literacy skills	
Ability to manage workloads and priorities and work under pressure and to tight deadlines	

Updated January 2023.