

East Leake Parish Council

Assistant to the Parish Clerk – Person Specification

Requirement	Essential	Desirable	Evidence		
			Application Form	Reference	Interview
Education					
GCSE English and Maths	X		X		
Educated to A Level standard or equivalent		X	X		
Introduction to Local Council Administration		X	X		
Work Experience					
Experience of organising meetings and taking accurate minutes		X	X		X
Experience of setting and managing budgets, purchasing and invoicing		X	X	X	X
Proven experience of administration and finance		X	X	X	X
Experience of the tender process and contracts management		X	X		
Experience of administering community events and volunteers		X	X		X
Knowledge					
Good understanding of issues facing parish councils and the environment in which they work	X		X		X
Understanding of local authority practices, policies and procedures		X	X		X
A working knowledge of health and safety, and compiling risk assessments		X	X		
Skills and Abilities					
Able to demonstrate a good standard of written and spoken English	X		X		X
Good interpersonal skills and an understanding of sensitivity, tact and diplomacy	X		X	X	X
Appreciation of dealing with confidential issues	X		X		X
Ability to prioritise workload and meet deadlines	X		X	X	X
Ability to keep and maintain accurate records	X		X		
IT skills, including Microsoft Office suite of programmes and hosting virtual meetings	X		X		
Other					
Full driving licence and access to a vehicle		X	X		