Westfield Parish Council

Person Specification - Administrative Assistant

Criteria	Essential	Desirable	How assessed
1. Skills/abilities	Good IT skills, in particular proven experience of typing and using keyboards. Computer literate.	Ability to use photocopier /scanner.	Application Form, test
	Excellent telephone manner and good communication skills.	Experience of customer service	Interview
	Good writing skills	Experience of writing emails for work.	Application form, interview, test
2. Knowledge	Ability to use Word, Excel and Outlook.	Experience of office systems. Experience of updating a website.	Application Form, interview, test
3. Qualifications/ education/training	Two GCSEs (grade C or above) or equivalent including English	Undertaken training in computers and software packages such as Office	Application Form, test
4. Experience		Experience of working within an office environment	Application Form, interview
5. Other requirements	Some flexibility in working hours to enable the occasional evening meeting		At interview