



SHERE PARISH COUNCIL

*Serving the villages of Gomshall,
Holmbury St. Mary, Peaslake, Shere and
a large part of Abinger Hammer*

PART TIME ASSISTANT CLERK (MATERNITY COVER) - PERSON SPECIFICATION

	ESSENTIAL:	DESIRABLE:
Education	<ul style="list-style-type: none"> • minimum of 2 'A' levels or equivalent qualifications or experience 	<ul style="list-style-type: none"> • degree or HNC in relevant discipline • NVQ relevant to the job
Experience	<ul style="list-style-type: none"> • previous administrative experience • meetings administration • dealing with enquiries from members of the public 	<ul style="list-style-type: none"> • management of small projects • previous administrative experience in a business environment • book-keeping • local government experience • all aspects of servicing committees, including minute taking • liaison with local outside organisations
Skills/knowledge	<ul style="list-style-type: none"> • ability to prioritise own work • good communications skills both written and oral • proficiency in standard office IT packages 	<ul style="list-style-type: none"> • familiarity with procedures used in local government • managing web-site content & social media
Personal qualities	<ul style="list-style-type: none"> • ability to deal with a wide range of people with diplomacy and tact • team player with good interpersonal skills • methodical and thorough approach to tasks 	<ul style="list-style-type: none"> • ability to help the Council improve its effectiveness and communications
Other	<ul style="list-style-type: none"> • flexibility as to working arrangements • availability to attend evening meetings • own transport 	