**MARKET DRAYTON TOWN COUNCIL**

**RECEPTIONIST/ADMINISTRATOR**

**PERSON SPECIFICATION**

 **20 hours per week**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **1. Educational Qualifications**  | To be educated to a good standard | Five GCSEs grades A-C or equivalent including English and MathematicsA commitment to attend for such CPD as the post requires |
| **2. Work Experience** | Experience of using / computerised systems and a working knowledge of Microsoft Office.To have experience in working with creative software. | Experience of dealing with the public. Working knowledge of the public sector or front of house experience. |
| **3. Interpersonal skills** | Ability to organise workload and work on own initiative.To be polite and personable at all times.A focused individual who can get work done in a challenging and busy environment. | Able to make judgements about difficult situations and make appropriate recommendations To be able to mix and fit in to a small team. |
| **4. Skills** | Able to create media publications, such as posters, brochures and leaflets Strong communication skillsAmbition to undertake further training  | Understanding of the operating environment of a Town CouncilMaintain good relationships with Councillors, staff, members of the public and external agencies |
| **5. Other** |  | Driving Licence |