**MARKET DRAYTON TOWN COUNCIL**

**RECEPTIONIST/ADMINISTRATOR**

**PERSON SPECIFICATION**

**20 hours per week**

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|  | **Essential** | **Desirable** |
| **1. Educational Qualifications** | To be educated to a good standard | Five GCSEs grades A-C or equivalent including English and Mathematics  A 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 skills  Ambition to undertake further training | Understanding of the operating environment of a Town Council  Maintain good relationships with Councillors, staff, members of the public and external agencies |
| **5. Other** |  | Driving Licence |