



St Stephen in Brannel Parish Council

Linda Ranger PSLCC, Cert HE - Clerk and RFO

E-mail: clerk@ststepheninbrannel-pc.org.uk

www.ststepheninbrannel-pc.org.uk

Office 2, Brannel Room

22 Fore Street, St Stephen

St Austell, PL26 7NN

Tel: 01726 823003

Fax: 01726 821233

Person Specification

Job Title:	Administrator
Type:	Part time (Permanent) – 18 hours per week including evening meetings
Salary:	National Joint Council SCP5 to SCP 8 – starting at £10.04 per hour (pending national pay award)
Reports To:	Clerk & Responsible Finance Officer
Internal Contacts:	Parish Councillors, Clerk, Assistant Clerk, Neighbourhood Development Plan (NDP) Administrator, Operations Manager, Sexton/Maintenance Operatives, Cleaners and Letting Warden.
External Contacts:	Cornwall Councillors, General public, Press, Funeral Directors, Memorial Masons, Tenants and Staff employed by other Councils.

This person specification details the skills, knowledge and experience required to carry the role of Administrator.

You should demonstrate on your application form how you meet the following essential criteria.

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Minimum of 5 GCSE's or equivalent including English and Maths. • Willingness to undertake training. 	<ul style="list-style-type: none"> • A-level or equivalent qualifications. • A recognised Local Government Administration qualification.
Experience	<ul style="list-style-type: none"> • Administration management. • Dealing with members of the public • Working with external bodies. 	<ul style="list-style-type: none"> • Working in or with Local Government.
Skills, Knowledge & Abilities	<ul style="list-style-type: none"> • IT skills. • Minute taking. • Good communication skills. • Ability to allocate, co-ordinate, plan and prioritise workload to meet deadlines. 	<ul style="list-style-type: none"> • Knowledge of financial systems. • Knowledge of booking systems.

	<ul style="list-style-type: none"> • Commitment to quality and accuracy. 	
Personal	<ul style="list-style-type: none"> • Self motivated. • Self reliant. • Team player. • Able to ensure confidentiality is adhered to and respected. 	<ul style="list-style-type: none"> • Commitment to self - development
Other	<ul style="list-style-type: none"> • Must be able to work Monday to Friday between 9.30am and 12.30pm. • Must be able to work Wednesday evenings and/or when required. • Must be able to work from the Parish Council office. 	<ul style="list-style-type: none"> • Full driving licence