



# ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2NJ  
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## Administrative Officer Person Specification

Key Requirements		Desirable	Essential
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good general education</li> <li>• Certificate in Local Council Administration (CILCA)</li> </ul>	✓	✓
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Previous experience in similar role</li> <li>• Previous local government experience</li> <li>• Experience of working in a public facing role</li> <li>• Planning procedures</li> <li>• Health &amp; Safety</li> </ul>	✓ ✓ ✓ ✓ ✓	
<b>Key Skills</b>	<ul style="list-style-type: none"> <li>• Able to work in a small team or alone</li> <li>• Able to work on own initiative and complete tasks without supervision</li> <li>• Confidence in dealing with unexpected and difficult situations and people</li> <li>• Be computer literate and confident user of Word, Excel, Outlook and the internet</li> <li>• Have website and social media (including Facebook/Twitter) skills</li> <li>• Excellent time management</li> <li>• Methodical working approach with high levels of accuracy and attention to detail</li> <li>• High level of administration skills</li> <li>• Good standard of written communication</li> </ul>	✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<b>Personal Qualities`</b>	<ul style="list-style-type: none"> <li>• Excellent face to face communication and telephone manner</li> <li>• Well organised</li> <li>• Flexible and able to multi-task</li> <li>• A willingness to learn and take responsibility for own personal development</li> <li>• Collaborative working style</li> <li>• Pro-active and innovative approach to work</li> <li>• High level of administration skills</li> <li>• Good standard of written communication</li> </ul>		✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to work flexible and unsocial hours</li> </ul>		✓