



## HAWARDEN COMMUNITY COUNCIL

### Person Specification for Assistant Clerk:

Requirement	Essential or Desirable	How Tested
<b>Qualifications:</b>		
4/5 GCSEs including English and maths grade c or above (or equivalent)	Essential	Application form
Certificate in Local Council Administration	Desired	Application form
<b>Experience:</b>		
Experience of working in local government	Essential	Application form
Evidence of good social media management	Desired	Application form
Experience of working with elected members or management boards	Desired	Application form

Knowledge:		
A good understanding of local government structure and functions	Essential	Application form/ interview
Ability to navigate around computer systems including Microsoft and accounting software	Essential  Desirable	Application form/ interview
Ability to work flexibly	Essential	Application form/ interview
Ability to work on own initiative and within a team	Essential	Application form/ interview
Good communication skills	Essential	Application form/test during interview
Ability to work under pressure and to tight deadlines	Essential	Application form/ interview
Able to attend evening and weekend events	Essential	Application form/ interview