



St. Anne's on the Sea Town Council

West Lodge, 5 St George's Road, St Anne's on Sea Lancashire FY8 2AE

Town Clerk Kevin Martin 01253 781124

Email townclerk@stannesonthesea-tc.gov.uk

PERSON SPECIFICATION

Post title: Administration & Support Officer (part time 25 hours per week)

Post No: STC4

Grade: SCP 6 currently £19,678 pro-rata

Date: January 2022

E = ESSENTIAL, D = DESIRABLE (Weighting 1 to 3, 3 being highest) for applicants to meet relevant standard

SELECTION CRITERIA

CRITERIA	STANDARD	E/D	MEASURED BY OR WHERE DEMONSTRATED
A. Work experience	Demonstrable experience of working in a customer facing office environment	E	Application and Interview
	Experience of using Microsoft Office and Windows based software and social media applications	D3	Application

B. Knowledge	An understanding of the role and functions of town councils	D1	Application and Interview
	Awareness of confidentiality relating to the Council's and customers data	D3	Application and interview
	An understanding of procedures relating to health & safety plus equality & diversity	D3	Application and interview
C. Specific skills	Good keyboard, oral and written communication skills	E	Application and interview
	Ability to prioritise and work on own initiative and ensure tasks are completed with limited supervision	D3	Application and interview
	Ability to adapt behaviours to each situation when dealing with customers, residents, stakeholders and Councillors	D3	Application and interview
D. Qualifications	5 GCSEs (or equivalent) Grades A-C	D3	Application
E. Attitude	Proven capability to work with colleagues as part of a team	E	Application and Interview

	To take pride in working for St. Anne's on the Sea Town Council	E	Interview
	Ability to respond positively to requests from councillors and colleagues	E	Interview
	Ability to establish and build effective working relationships with a range of stakeholders	E	Interview
F. Other	To have a flexible approach to working arrangements	E	Interview
	To be willing to work out of normal office hours	E	Interview
	To be always smart and presentable in appearance	E	Interview
	Willingness to undertake appropriate training when required	E	Application
	Possession of a full driving licence and access to a vehicle	D3	Application

Administration and Support Officer Person Specification – July 2021