



MALMESBURY TOWN COUNCIL

PERSON SPECIFICATION

Town Hall Administrator

Criteria	Essential	Desirable	Method of Assessment
Skills and Knowledge	<ul style="list-style-type: none">• Excellent Team Worker• Excellent communication skills• Good IT skills, particularly in the use of Word, Outlook and Excel.• Ability to prioritise workload	<ul style="list-style-type: none">• Knowledge of health & safety requirements• Familiarity with Rialtas software	<ul style="list-style-type: none">• Interview
Experience	<ul style="list-style-type: none">• Experience of working in a customer focused role.• Preparation of word documents• Calendar/diary management• Fire Safety & evacuation	<ul style="list-style-type: none">• Working in a Local Government role• Familiarity of preparation of rotas/work schedules	<ul style="list-style-type: none">• Interview
Personal attributes	<ul style="list-style-type: none">• Ability to work well under pressure• Ability to work without direct supervision and using own initiative• Friendly & approachable• An enthusiastic and positive approach.• To present work to a high standard		<ul style="list-style-type: none">• Interview• References
Other Requirements	<ul style="list-style-type: none">• Ability to move furniture and equipment to prepare meeting rooms and day time functions.		<ul style="list-style-type: none">• Interview