



Berinsfield Parish Council

Berinsfield PC
 PO Box 4987
 Swindon DC
 SN3 9GQ

Tel 07491152091

Administrative Assistant – Person Specification

Criteria	Essential	Desirable
GCSE (or equivalent) in English and Mathematics	✓	
Experience in an administrative or office-based role	✓	
Experience of working in local government or the public sector		✓
Excellent written and verbal communication skills	✓	
Excellent organisational and time management skills	✓	
High standard of accuracy and attention to detail	✓	
Strong customer service skills and ability to deal with members of the public professionally	✓	
Ability to prioritise workload and work to deadlines	✓	
Ability to maintain confidentiality and deal with sensitive information appropriately	✓	
Good IT skills, including Microsoft Office (Word, Excel and Outlook)	✓	
Experience of maintaining websites and social media		
Experience of administering bookings, facilities or venues		✓
Ability to communicate confidently with councillors, residents, contractors and partner organisations	✓	
Ability to identify opportunities to improve services	✓	
Ability to contribute ideas to improve efficiency, reduce costs and support value for money	✓	
Ability to promote community facilities and support initiatives to increase their use	✓	
Willingness to attend evening meetings on occasion	✓	
Willingness to undertake training and professional development	✓	
Full UK driving licence and access to a vehicle		

Personal Qualities

The successful applicant will demonstrate:

- A positive, professional and approachable manner.
- Integrity, honesty and discretion.
- Excellent interpersonal skills.
- A flexible and proactive approach to work.
- Confidence in dealing with a wide range of people.
- A commitment to providing high quality public services.
- Pride in maintaining high professional standards.
- A willingness to embrace change and contribute positively to the future development of Berinsfield Parish Council.
- An interest in improving community facilities and helping deliver value for residents.
- Ability to attend Berinsfield meetings at short notice.