

Bradfield Combust with Stanningfield Parish Council

Person specification – Clerk to the Council

	Essential	Desirable
Education	Good general education 5 GCSEs or equivalent including Maths and English	Certificate in Local Council Administration (CiLCA) or other local administration qualification.
Work Experience	Use of computers for word processing, spreadsheets, email, financial management and internet research Minuting meetings	Previous parish council or other local government experience
Skills, knowledge and aptitude	Excellent IT, presentation and communication skills Able to write minutes, agendas and reports and other written material using clear and concise English	Knowledge of the legal framework within which the Parish Council works Budget management
Motivation	Self-reliant and self-motivated Able to maintain good relationships with councillors, colleagues, contractors and the public Willing to gain and maintain the knowledge necessary to undertake the role and to act as the Council's representative	
Other	Able to attend parish council meetings as required To work flexibly in response to the varying demands of the job	Access to a vehicle and holding a valid licence permitting its use