

Grange-over-Sands Town Council

Person Specification: Hall Administrator

Competency	Highly Desirable	Desirable
<p>Education, Professional qualifications, and training</p>	<p>Minimum 5 GCSE or NVQ or other equivalent including Maths and English.</p> <p>Experience of working in administration.</p> <p>Good level of numeracy.</p> <p>Proficient in MS Word, Excel, and Outlook and in using online systems and social media.</p>	
<p>Abilities: Practical and Intellectual skills</p>	<p>Excellent organisational skills.</p> <p>Experience of working with the public in a customer- orientated environment.</p> <p>Excellent communication skills, able to communicate effectively in writing and verbally with people at all levels.</p> <p>Ability to undertake light manual tasks such as moving chairs and putting the flag up.</p>	<p>Staff supervision/line-management skills.</p> <p>Managing website content/social media.</p> <p>Experience in managing buildings and services and taking responsibility.</p> <p>Experience in comprehending and implementing statutory requirements for health and safety.</p>

Competency	Highly Desirable	Desirable
<p>Key Qualities</p>	<p>Diplomatic and able to manage conflict.</p> <p>Customer-focussed approach.</p> <p>Able to work under pressure and complete within deadlines.</p> <p>Able to work effectively on your own and as part of a team.</p> <p>Able to prioritise work.</p> <p>Willing to undertake training.</p> <p>Flexible and committed to the delivery of the Council’s services and to serving the electorate.</p> <p>Willing to learn about how local government works and to respect the process.</p>	<p>Experience of engaging positively with community groups.</p> <p>Understand the challenges of working in the public sector.</p>
<p>Personal Attributes</p>	<p>Conscientious and aware of importance of consistently paying attention to detail.</p> <p>Friendly, with excellent customer care skills.</p> <p>Interested in, and supportive of, the local Community, local groups, and hall users.</p> <p>Self-motivated, able to work alone on own initiative and as effective team player.</p> <p>Have a flexible, resourceful, and responsible approach to work.</p> <p>Willing to be flexible both in terms of working hours and in terms of approach to work.</p> <p>Able to respect, enforce and maintain confidentiality.</p>	<p>Committed to personal development.</p>