

Person Specification – Mayor’s Secretary/Cemetery Officer – Full Time

Criteria	Essential	Desirable	Tested by
Knowledge			
<ul style="list-style-type: none"> ▪ of civic protocol ▪ of local government ▪ of cemetery operations 	<ul style="list-style-type: none"> √ √ 	<ul style="list-style-type: none"> √ 	app form/ interview
Skills			
<ul style="list-style-type: none"> ▪ computer literate ▪ competent with: <ul style="list-style-type: none"> ○ Word or similar ○ Excel or similar ○ Access or similar ▪ numerically competent ▪ able to deal with variety of people ▪ able to prioritise tasks ▪ able to work on own initiative 	<ul style="list-style-type: none"> √ √ √ √ √ √ √ 		interview / test interview / test interview / test interview interview / test
Experience			
<ul style="list-style-type: none"> ▪ worked in local government ▪ worked face to face with public ▪ helped organise events (not necessarily in paid position) 	<ul style="list-style-type: none"> √ √ √ 		app form /interview (all)
Qualifications / Training			
<ul style="list-style-type: none"> ▪ GCSE / O-level / CSE Maths & English or equivalent ▪ Secretarial qualifications ▪ Specific Computer training 	<ul style="list-style-type: none"> √ 	<ul style="list-style-type: none"> √ √ 	app form “ “ “
Circumstances			
<ul style="list-style-type: none"> ▪ able to work flexible hours ▪ able to undertake occasional evening / weekend working ▪ able to occasionally undertake additional hours 	<ul style="list-style-type: none"> √ √ 	<ul style="list-style-type: none"> √ 	interview interview interview