## PERSON SPEC – Deputy Clerk

## Person Specification:

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Ability to foster good relations E A	· · · · ·					

Mature common-sense approach	E	А			
Conscientious, honest and reliable	E	А	I		
OTHER					
Ability to respond to changes in workloads	E	А	I		
and changing priorities by carrying out the					
role in a flexible manner which may include					
extended hours at the beginning/end of the					
day/weekends and bank holidays					
Ability to work alone, use initiative and be	E	А			
forward-thinking					
Willing to share ideas and try new things,	E	А	I		
Have an ongoing desire to learn new skills					
and adapt to new ways of working					
A willingness to attend training as needed	E	А			
A commitment to the values and work of the	E	А	I		
Parish Council.					