

Waltham Parish Council - Cemetery Clerk – Person Specification

Criteria	Essential	Desirable
<p>Qualifications</p> <p>Minimum of 5 GCSE's (or equivalent)</p> <p>Knowledge of IT systems (word processing spread-sheets and databases)</p>	E	D
<p>Knowledge and Skills</p> <p>Ability to handle a range of documentation and maintain good records</p> <p>Good communication skills</p> <p>Good standard of numeracy and literacy</p> <p>Confidence and competence in use of IT systems</p>	E E E E	
<p>Experience Required</p> <p>Three years' experience/general clerical work</p> <p>Demonstrate experience of dealing with members of public</p>	E	D
<p>Equal opportunities</p> <p>Understand and demonstrate a willingness to promote positively the Council's Equal Opportunities Policy</p>	E	
<p>Personal qualities</p> <p>Understand and respect the principles of confidentiality</p> <p>Able to deal with distressed members of public when necessary.</p> <p>Have a pleasant manner, and ability to display patience and empathy.</p> <p>Ability to work flexibly in respect of the requirement of the job.</p>	E E E E	