

CUMBRIA SOCIAL SERVICES

EMPLOYEE SPECIFICATION

POST SENIOR CLERK – Adult Social Care

RESPONSIBLE TO Administration & Facilities Manager **GRADE** Scale 3

RESPONSIBLE FOR providing efficient and effective quality support to the appropriate team

EXPERIENCE

(Level, length of time, numbers supervised, specialism, budget management)

TRAINING

(Management, supervisory skills, post-qualifying)

QUALIFICATIONS

**SPECIAL SKILLS/
ATTRIBUTES**

(Presentation, oral/written communication)

**KNOWLEDGE AND
COMMITMENT**

ESSENTIAL

Experience in clerical/admin work.
Computer skills
Word Processing

3 GCSE's or equivalent including English Language,

Ability to follow Procedures. Ability to Work to deadlines.
Good communication skills. Use initiative

Flexibility
Understanding of confidentiality
Commitment to Customer care

DESIRABLE

Local Govt experience
Production of Statistics; Work with Computerised records, Eg Databases, Spreadsheets

ONC Public Admin/
Business Studies or equivalent
NVQ II or III in Administration

Knowledge of social Care field