

BROXTOWE BOROUGH COUNCIL

PERSON SPECIFICATION

COUNT ASSISTANT

Qualifications & Training	Essential/ Desirable	Measure
Basic numeracy and literacy	E	1

Knowledge & Experience	Essential/ Desirable	Measure
Previous experience of working at a count or counting	D	1

Skills & Abilities	Essential/ Desirable	Measure
Ability to work as a team member	E	1
Professional manner	E	1
Good time keeping	E	1
The ability to complete the work assigned to you	E	1
Ability to maintain confidentiality	E	1
A commitment to equality and diversity	E	1
Ability to work as instructed, accurately, even under pressure	E	
Ability to act impartially	E	1
Ability to remain politically neutral	E	1

Other Requirements	Essential/ Desirable	Measure
Able to work overnight, if necessary	E	1

Car Allowance

This post does not carry a designated car user status. Mileage will be paid at 45p per mile, subject to the submission of VAT receipts for fuel covering the period of the claim.

Measure

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]