

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	1
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 a travel claim form.
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Measure:

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

Date of issue: January 2024