



PERSON SPECIFICATION
Administration & Operations Assistant, The Work Foundation
Vacancy Ref: N701

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Experience of the accurate input of data, maintaining manual/electronic records and data analysis.	Essential	Supporting Statements/Interview
Experience of basic general IT support and working with MS Office Packages.	Essential	Application Form
Effective numeracy, literacy and word processing skills (GCSE Maths and English and educated to A-levels standard or equivalent).	Essential	Application Form
Experience of organising your own work effectively and setting priorities in order to meet competing deadlines.	Essential	Supporting Statements/Interview
Experience dealing with a wide range queries/concerns from internal and external clients in a professional manner.	Essential	Supporting Statements/Interview
A keen eye for detail and the ability to present information effectively and in a precise and appropriate format.	Essential	Application Form/Interview
The ability to be self-motivated with a can-do attitude.	Essential	Interview
The ability to show initiative and to be pro-active and responsive to changing business needs.	Essential	Supporting statements/Interview
The ability to work effectively as part of a team and good communicative skills.	Essential	Interview
Experience in Health and Safety guidelines and assessments.	Desirable	Supporting Statements/interview
Experience of managing internal projects and following up on action points.	Desirable	Application form/Interview
Experience in working with and having used a business related CRM (preferably Microsoft Dynamics).	Desirable	Supporting Statements/Interview

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.