

PERSON SPECIFICATION

Personal Assistant

Vacancy Ref: N1453

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Effective numeracy, literacy and word processing skills (GCSE Maths and English, ECDL, or equivalent).	Essential	Application Form
Proven PA experience, demonstrating organisational skills, including diary management, forward planning, and meeting coordination.	Essential	Supporting Statements/ Interview
Previous experience in researching data/information and production of reports presenting the findings using a range of computer software e.g. Microsoft Word, Access, Excel and PowerPoint.	Essential	Supporting Statements/ Interview
Ability to work as part of a team, prioritising workloads to meet competing deadlines where necessary.	Essential	Supporting Statements/ Interview
Experience of handling confidential information and an up-to-date knowledge of Data Protection legislation.	Essential	Interview
Excellent written and verbal communication skills and an advocate of customer care ensuring that the experience of each customer is positive and satisfactory.	Essential	Supporting Statements/ Interview
Have ability to be self-motivated, pro-actively multi-task and work using own initiative.	Essential	Interview
Previous experience of minute taking and servicing complex meetings and committees.	Essential	Supporting Statements/ Interview
To convey an appropriate rationale and interest in applying for this particular post.	Essential	Application Form
Previous experience or understanding of issues affecting Higher Education.	Desirable	Application Form/ Interview
Shorthand qualifications, speedwriting or equivalent.	Desirable	Application Form/ 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.